

Form 876  
1993

U.S. FOREIGN SERVICE



# Application for the Foreign Service Officer Program

United States Department of State  
United States Information Agency  
United States Department of Commerce

Department of State Publication 9950  
Bureau of Personnel

*Revised May 1993*

# **The Foreign Service Officer Program 1993 Application**

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IP Reference



# An Application

**for the Foreign Service Officer Program  
consists of:**

- (1) • Combined 1993 Application Form and Personal Data Questionnaire
- (2) • Application for Federal Employment (Standard Form 171)
- (3) • Statement of Interest

*All three documents must be completed in full and submitted together.*

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<b>REGISTRATION DEADLINES:</b>	October 1, 1993, for foreign test centers October 8, 1993, for domestic test centers
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<b>THE EXAMINATION DATE:</b>	November 13, 1993
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To obtain additional applications, write to:

Foreign Service Written Exam  
U.S. Department of State  
P.O. Box 12226  
Arlington, VA 22219



# Foreign Service Officer Program

**Registration Deadline for foreign test centers  
is October 1, 1993, and for domestic test  
centers, October 8, 1993**

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**Examination Date: November 13, 1993**

### Eligibility Requirements:

To be eligible to apply for the Foreign Service Officer Program, applicants must be:

- At least 20 years of age on the date of the examination;
- Not more than 59 years of age on the date of the examination;
- A citizen of the United States;
- Available for worldwide assignment, including Washington, D.C.

This booklet contains registration information and application forms for the Foreign Service Officer Program. For information on Foreign Service Specialist positions and other career and employment opportunities, please write to:

U.S. Department of State  
Recruitment Division  
P.O. Box 9317  
Arlington, Virginia 22219

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The Department of State is committed to equal opportunity and fair and equitable treatment for all without regard to race, color, national origin, sex, religion, age, sexual orientation, disabling condition, political affiliation, marital status, or prior protected activity.

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## **Section I**

- **The Mandate**

### **The Foreign Service of the United States . . .**

. . . is America's diplomatic service and is responsible for advancing U.S. interests and fostering international relationships through the exchange of representatives. The Foreign Service supports the President and Secretary of State in planning, making, and pursuing America's foreign policy goals, objectives, and interests. It involves the functions of representation; administration of U.S. overseas missions; caring for Americans abroad; public diplomacy; and reporting, communicating, and negotiating on political, economic, consular, administrative, cultural, and commercial affairs.

- **The New Diplomacy**

The challenges to today's Foreign Service extend well beyond the confines of traditional diplomacy. There are many new issues of critical importance to our nation's foreign policy: strengthening democratization efforts in the former Soviet Union and around the world, halting the proliferation of weapons of mass destruction, strengthening peacekeeping capabilities, dealing more effectively with global environmental problems, elevating our concern about the global population explosion, fighting international crime and terrorism, and penetrating new markets for American business.

To deal effectively in the foreign affairs environment of the 1990s, the Foreign Service must develop new skills or greater knowledge in areas such as economics, trade, science, technology, the environment, and administration and management.

To be truly representative of today's United States, the Foreign Service must consist of the best of America's people—from all racial and ethnic origins, from all regions of the country, from diverse educational backgrounds, from varied economic backgrounds, and from every state of the nation.

- **The Lifestyle**

A career in the Foreign Service can be uniquely rewarding. It offers the pride and satisfaction that comes from representing the United States and protecting American interests abroad. Yet it sometimes involves uncommon



hardships. Many overseas posts are in small or remote countries where harsh climates, health hazards, and other discomforts exist, and where American-style amenities frequently are unavailable. To succeed in the Foreign Service, one must be strongly motivated, enjoy the challenge of formidable competition, and possess a ardent dedication to public service.

- **The Search**

The search for extraordinary men and women to serve Foreign Service Officers is intense, and the qualifying process is rigorous, demanding, and highly competitive. Over 10,000 persons are expected to take the Written Examination this year. Only 250 may eventually be offered employment with either the Department of State, the U.S. Information Agency, or the Department of Commerce each year.

- **The First Step**

Each person wishing to take the examination must submit a completed application prior to the deadline date of **October 1, 1993, for foreign test centers, and October 8, 1993, for domestic test centers.** This year's Written Examination will be given on November 13, 1993, at numerous locations in the United States and at Foreign Service posts abroad.

**For more information on the Foreign Service, turn to page 51.**

## **Qualifying for Appointment to the Foreign Service Officer Program**

- **Written Examination**

The Foreign Service Written Examination is a three-part multiple-choice test lasting a half day. It draws upon the candidate's general background, experience, and education, and measures knowledge of English expression and other subjects basic to the functions of the Foreign Service. Instructions for registering for the Written Examination and sample questions are contained in Sections II and III of this booklet.

- **Assessment Center**

Based on performance on the Written Examination, a

ducted by the Foreign Service Board of Examiners. Assessments are given in Washington, D.C., and in a number of other major cities throughout the United States. Travel is at the candidate's expense.

At the time you take the Written Examination, you will have the opportunity to select an Assessment Center location. Applicants whose registration packages were received early will receive first consideration in the assignment of Assessment Center sites and are more likely to get their choice of location.

Assessment will normally be conducted within 9 months of the Written Examination, and must take place within the calendar year following the Written Examination. The Assessment Center exercises are based on actual Foreign Service work and test the abilities and personal characteristics considered necessary to perform that work. The assessment day concludes with a personal interview with Foreign Service examiners. Candidates are advised at the end of the day if they are eligible to continue their candidacy.

- **Medical Clearance**

Because Foreign Service Officers and their dependents may serve at a wide variety of overseas posts, many of which pose serious health hazards, they must meet medical fitness standards which are more exacting than for most other professions. Medical disqualification renders a candidate ineligible for Foreign Service selection. Reasonable accommodations are made for candidates with disabilities.

- **Background Investigation**

A comprehensive background investigation, conducted by the U.S. Department of State in cooperation with other Federal, state, and local agencies, provides information necessary to determine a candidate's suitability for appointment to the Foreign Service. Consideration is given to such factors as registration for the Selective Service, repayment of any U.S. Government-guaranteed student loans, credit history, payment of Federal and state tax obligations, employment record, substance abuse, and criminal record. Candidates who are found unsuitable for the Foreign Service as a result of the background investigation or who cannot be granted a security clearance are ineligible for appointment.

- **Employment Register**

A composite of a candidate's scores from the Assessment Center and the Personal Interview determines his/her position on the employment register. The medical clearance and background investigation must be completed successfully before a candidate can go on the register, although neither one is a part of the composite score which determines place on the register. It is important to note that a candidate is not assured of an offer of employment simply by being listed on the register. Candidates remain on the register and eligible for appointment for 18 months. Some candidates find it helpful to re-apply in a subsequent year in an effort to improve their numerical standing on the register and thus enhance their chances for employment.

The number of candidates hired each year varies with the needs of the Foreign Service and rarely equals the number of candidates on the register. Offers of employment are made in rank order from the register as Junior Officer orientation classes are formed. Since the Foreign Service is a career service, appointments are made at the entry level based on salary guidelines and the Federal salary chart. Candidates who have reached their 60th birthday are not eligible for appointment.

## **The 1993 Foreign Service Written Examination**

On November 13, 1993, the Foreign Service Written Examination for the U.S. Department of State, the U.S. Information Agency, and the U.S. Department of Commerce will be given throughout the United States and at Foreign Service posts abroad.

- **Eligibility**

To be eligible to take the Foreign Service Written Examination, applicants must be:

- At least 20 years of age on the date of the examination;
- Not more than 59 years of age on the date of

- Available for worldwide assignment, including Washington, D.C.

No specific educational level is required for applicants. Former Foreign Service Officers or untenured officers involuntarily separated from the Foreign Service are not eligible for reappointment.

## • **Special Accommodations & “Makeup” Examinations**

Applicants whose religious beliefs preclude taking the examination on Saturday, as well as applicants with disabilities who might need special arrangements to take the examination, should submit their completed application package to the Foreign Service Exam Coordinator, U.S. Department of State, Special Arrangements, P.O. Box 9317, Arlington, VA 22219, before the deadline dates of October 1, 1993, for foreign test sites, and October 8, 1993, for domestic test sites. See page 21 for further information on these special accommodations. “Makeup” examinations CANNOT be authorized for any other reasons.

## • **Content**

The Written Examination requires a half day and consists of the following three multiple-choice components:

- a test of job-related knowledge,
- a test of English expression and usage, and
- a biographic information questionnaire.

## • **Knowledge Test**

The job-related Knowledge Test measures the candidate’s depth and breadth of knowledge and understanding of a range of subjects determined by job analysis to be important to perform the tasks required of a Foreign Service Officer. The test will include questions on the following subject areas:

- **The historical antecedents of international affairs** (e.g., Islam, colonialism, the industrial revolution) to aid understanding of foreign governments and societies.
- **World geography** (e.g., location of countries, significant physical features, distribution of key natural resources, geography-based national rivalries and alliances) to understand the

- **Foreign political systems** (e.g., parliamentary Federal, dictatorship, one-party).
- **Basic principles of economics** (e.g., supply and demand, money supply, international trade, comparative economic systems).
- **Major contemporary international economic and commercial issues** (e.g., unemployment, inflation, trade deficit, Third World debt) to understand the impact of economic conditions on a foreign country and on U.S. programs and policy.
- **Major events, institutions, and movements in the history of the United States** (e.g., slavery, Constitutional Convention, Civil War, Great Depression, Civil Rights Movement) to facilitate understanding the U.S. system of government.
- **History of U.S. intellectual, artistic, and cultural life** (e.g., literature, social philosophy, performing arts, sports, visual arts) in order to interpret U.S. cultural life to foreign nationals.
- **Social, political, and economic trends in the United States** (e.g., women and minority roles, demographic shifts, patterns of immigration, information age, biomedicine).
- **Contemporary cultural trends in the United States** (e.g., film, music, sports, magazines, newspapers, clothing, and lifestyles).
- **U.S. political process** and its impact on politics (e.g., role of special interest groups, the media, political parties).
- **U.S. Constitution and the structure of the U.S. Government** (e.g., separation of powers, functions of cabinet departments, lawmaking, federalism, the appropriation process).
- **U.S. economic system, its institutions and philosophical principles** to interpret U.S. policies and actions to foreign nationals.
- **U.S. educational system** (e.g., public versus private institutions, scholarships).

- **English Expression Test**

The English Expression Test measures knowledge of correct grammar, organization, diction, spelling, and punctuation required for written reports and for editing the written work of others. The test includes questions in each of these areas.

- **Biographic Information Questionnaire**

The Biographic Information Questionnaire measures the candidate's experience, skills, and achievements in school, employment, and other activities. The questionnaire does not penalize candidates who have not gone to college, who have no previous work experience, who are younger or older, or who have other varied patterns of education and experience but, rather, credits candidates for what they have achieved relative to the opportunities they have had. The questionnaire is based on research on the actual characteristics of successful people in Federal government professional and administrative occupations. It is designed to supplement the other portions of the examination by providing an assessment of job-related characteristics.

- **Scoring**

Scores for the Written Examination are based on the number of questions answered correctly. There is no penalty for guessing. The total number of questions answered correctly is the raw score. For convenience in score reporting and interpretation, the raw scores of the Written Examination are converted to a common scale.

Each section of the Written Examination will be reported on a scale of 20 to 80 with a mean scaled score of 50. A "composite" scaled score will be computed by multiplying the scaled score for each section of the test by a weight specified for that section and then adding the resulting products.

The Written Examination is used solely as a means of selecting a group of candidates to invite to the Assessment Center phase of the selection process. The cutoff score for invitation to the Assessment Center is determined each year by the number of invitations to be extended, which in turn is determined by anticipated hiring needs.

- **Application for the Written Examination**

Applicants will **not** be registered to take the Written Examination if **any portion of the Application Package is omitted or incomplete**. A complete Application Package consists of:

- Combined 1993 Application Form and Personal Data Questionnaire (included in this booklet),
- Application for Federal Employment, Standard Form 171 (included in this booklet), and
- Statement of Interest (form included in this booklet).

For complete instructions on preparing each component of the Application Package, please see Section II of this booklet.

## **Section II**

## **Registering for the Examination**

Please **do not** register to take the Foreign Service Written Examination if you do not meet the age and citizenship requirements enumerated on page 5. **No exceptions** can be made to the eligibility requirements for Foreign Service Officer Candidates.

To take the Foreign Service Written Examination on November 13, 1993, each applicant must register in advance by submitting a **complete** Application Package. The Application Package consists of three separate components. **If any one of the components is omitted or incomplete, the entire Application Package will be returned and the applicant will not be registered to take the Written Examination, unless a complete Application Package is resubmitted and received before the relevant closing date of October 1, 1993, for foreign test sites, and October 8, 1993, for domestic test sites.**

**It is to your advantage to register early.** Every effort will be made to register you for the test center of your choice. However, please note that space at some test centers is limited. It is the applicant's responsibility to ensure that the Application Package **is received** by The Psychological

sites, and October 8, 1993, for domestic test sites. Applicants should consider Air Express delivery if facing severe time constraints.

Before preparing your Application Package, please read carefully the corresponding instructions for each of the three components. Follow the instructions carefully to avoid errors that may delay or invalidate your registration. Send only the standard application forms provided; additional materials (resumes, writing samples, etc.) will be discarded.

**Application packages for both foreign and domestic centers will be processed as they are received, but admission tickets will be mailed no earlier than October 1, 1993.**

For domestic centers, if you have not received your admission ticket at least **1 week** before the test date, please telephone the Psychological Corporation at 1-800-622-3231. For foreign centers, if you have not received your admission ticket at least 1 week before the test date, please notify The Psychological Corporation in San Antonio, TX by FAX at (210) 921-8861 or (512) 921-8861.

The **only** testing location at which you will be permitted to take the Written Examination will be shown on your admission ticket. **Please have the admission ticket with you when you arrive at the testing center on November 13, 1993.** Test supervisors can admit only those applicants having admission tickets for that specific test site.

The Combined Application Form and Personal Data Questionnaire is enclosed in the envelope in the center of this booklet. To complete this form, please use only a No. 2 (B or HB) pencil; do not use a pen or other marker. The spaces you fill in on the form will be read by a photoelectric scanner, so please fill them in neatly, completely, and accurately.

Print your responses in the spaces provided on the form and fill in the corresponding bubbles for each item.

- **Completing the Combined Application Form and Personal Data Questionnaire**



**1. Name**

Print your last name, first name, and middle initial, one letter to a box. Do not use nicknames, titles, or religious titles. If your name contains an apostrophe, do not print this punctuation and do not leave a box blank where it would normally appear. Similarly, if a space appears in your name, do not leave a box blank. Use this form of your name in all correspondence with The Psychological Corporation and the Board of Examiners for the Foreign Service and on your answer sheet. If you register as John A. Smith, for example, do not later use Jack A. Smith. Fill in the appropriate bubbles in the spaces provided.

**2. Date of Birth**

Enter your date of birth numerically; e.g., January 9, 1962, should be indicated as 01 09 62. Fill in the corresponding bubbles.

**3. Sex**

Fill in the appropriate bubble for your gender.

**4. & 5. EEO Identification**

Furnishing this information is voluntary. There will be no adverse effect on you for not providing the information requested.

In order to assess its recruitment and selection efforts, the Board of Examiners needs to determine the race, national origin, sex, and disability status of applicants for employment. These questions are asked pursuant to guidelines issued under Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 and under the Rehabilitation Act of 1973.

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information. The authority for this is found in Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

The information from this form is used for research and for a Federal equal opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law.

## 6. Racial and National Origin Identification

The race and national origin categories for Federal statistics and administrative reporting are defined below. Please identify yourself in terms of one of the following categories by filling in the appropriate bubble.

**American Indian or Alaskan native.** A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the South Asian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, Philippines, and Samoa.

**Black, not of Hispanic Origin.** A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin (see Hispanic).

**Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Does not include persons of Portuguese culture or origin.

**White, not of Hispanic Origin.** A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, or Spanish culture or origin (see Hispanic). Also includes persons not included in other categories.

## 7. Self-Identification of Disability

Using the codes from the self-identification of disability list found on page 40, please enter the appropriate disability status code by filling in the corresponding bubbles. In cases of multiple impairments, choose the code that describes the impairment that would result in the most substantial limitation.

## 8. Social Security Number

Enter the digits of your Social Security number (SSN) in the appropriate spaces and fill in the corresponding bubbles. As a potential Federal employee, your SSN will be used throughout the selection process to identify you.

**9. Previous Examination Experience**

Indicate whether you have taken the Foreign Service Written Examination before.

**10. Current Student Status**

Fill in the bubble that indicates most closely your present status.

**11. Education**

Fill in the bubble for the highest level of education you have attained.

**12. & 13. Undergraduate and Graduate Major Codes**

Locate your undergraduate and/or graduate major on the list (page 38), enter the proper code numbers in the spaces provided, and fill in the corresponding bubbles. Enter only one major code in each section. If you have no major or your major is not listed, enter 190 for undergraduate and/or 290 for graduate ("Other Major or None," as indicated at the end of the list).

**14. Undergraduate and Graduate Grade Point Averages**

The grade point average (GPA) is the cumulative grade point average for all terms of work completed to date, even though your last completed term may not be the end of your senior year. The GPA includes all courses for which you received credit or that were recognized for credit by your degree-granting institution. Undergraduate GPA (i.e., credit toward an undergraduate degree) and Graduate GPA should be computed separately. Graduate GPA should include credit in degree programs only.

If your institution provides you with a cumulative GPA on the 4.0 scale, enter your GPA (rounded to the nearest tenth) in the appropriate boxes in item 12, and fill in the corresponding bubbles. Round 5 and above in the hundredths position to the next-highest tenth. For example, a GPA of 3.15 would be rounded to 3.2, and 3.24 would be rounded to 3.2.

If your school does not use the 4.0 scale as shown in the table on the next page, please convert your grading system to that scale. Follow the instructions below for calculating your GPA.

If you have a measure of course credit other than semester, trimester, quarter, etc., that is not applicable to the 4.0 scale, fill in the bubble marked "NC."

If you have been out of college or graduate school for a number of years and cannot obtain a transcript from your college in time to compute your GPA when you register for the test, fill in the bubble marked "NA" (not available).

### Grading System Conversion

<i><b>4.0 scale</b></i>	<i><b>A–F</b></i>	<i><b>100–0</b></i>	<i><b>1–5</b></i>	<i><b>four passing grades</b></i>	<i><b>three passing grades</b></i>
4.0	A	90–100	1	highest passing grade	highest passing grade
3.0	B	80–89	2	second highest passing grade	middle passing grade
2.0	C	70–79	3	third highest passing grade	third highest passing grade
1.0	D	60–69	4	lowest passing grade	—
0	F	below 60	5	fail	fail

### Most Recent Educational Institution Attended

Locate the name of your undergraduate institution on the College Code List on pages 33–37, enter the code number; write the name, city, and state (or country) in the spaces provided; and fill in the corresponding bubbles to the right of each digit entered. If you have a degree, write the last two digits of the year in which you obtained your degree in the boxes provided below the institution name and fill in the corresponding bubbles to the right of the boxes. Do the same for your graduate institution. You should indicate the institution that you are currently attending or your most recent institution for both undergraduate and graduate study.

If the name of the institution you are attending or at-

**16. & 17. Length of Active Military Service and Length of Work Experience**

Enter the number of years of active military service and/or full-time work experience in the appropriate spaces, and fill in the corresponding bubbles. If you have fewer than 10 years experience, enter it as a two-digit number beginning with a zero (e.g., 7 years' experience would be entered as 07). Less than 1 year's experience should be entered as 01.

**18. Field of Work**

If you are employed, fill in the bubble that indicates most closely the field in which you are actively working. Choose only one field, even though you may be working part-time in more than one field.

**19 & 20. Address for Your Admission Ticket and Notification of Results**

Enter the address, one letter or number to a box, at which you wish to receive your admission ticket and Notification of Results. Leave a blank where a space appears in the address. Omit vowels if necessary to fit an address within the boxes. Do not use the number sign "#." Abbreviate such words as street, drive, and road, as well as the state in which you reside. (Use the official Postal Service abbreviations on page 39.) Also fill in the appropriate bubbles. Include ZIP Code, filling in the corresponding bubbles to the right of each digit entered.

**Caution to overseas candidates:** Please use a complete mailing address that will ensure delivery of your admission ticket and Notification of Results.

**21. State of Permanent Residence**

Using the official Postal Service abbreviations on page 39, enter the state in which you permanently reside, and fill in the appropriate bubbles.

**22. Length of Overseas Experience**

Enter the number of years of your overseas experience in the appropriate spaces. If the total number is less than two digits, enter a zero before the number (e.g., 02). Then fill in the corresponding bubbles to the right of each digit entered. Less than 1 year's experience should be entered as 01.

**23. & 24. Telephone Numbers**

Enter the appropriate telephone numbers, including area code for each, and fill in the corresponding bubbles. It is important that there is a telephone number for applicants living abroad, including country code, city code, and phone number.

## 25. Overseas Experience

If you have lived or worked overseas, select and fill in the bubble that indicates most closely your status while outside the United States.

## 26. Foreign Address

If the address you entered in block 17 is outside the U.S., fill in the "Yes" bubble to indicate it is a foreign address. If the address in block 17 is in the U.S., fill in the "No" bubble to indicate it is not a foreign address.

## 27. Source of Information

Fill in the space for only the principal source listed, although you may have learned about the Foreign Service Written Examination from several sources.

## 28. Test Center

Select the city in which you wish to take the examination from the Test Center Code List on pages 22–25. Print the center number and the name of the city and state (or country, if foreign) in the spaces provided. Then fill in the corresponding bubbles to the right of each letter and digit entered. Be careful to enter the correct code number of the test center you select; a mistake may result in your being assigned to a center you do not want. The exact location of the test center where you are assigned will be printed on your admission ticket; you are guaranteed a seat at the assigned location only.

**Examinations outside the United States will usually be administered at U.S. diplomatic or consular posts, as listed, subject to any specific post being open on the date of administration of the examination.**

## 29. Signature and Date

Sign your name as you would a check or any other legal document, and date the form.

**Be certain that you have completed all items, especially test center code and signature. If this form is incomplete, your registration package will be returned to you without processing.**

## • Completing the Application for Federal Employment, SF-171

The Standard Form 171, Application for Federal Employment, is included in this booklet. Photocopies of the form are acceptable **with an original signature**. To complete the form, please TYPE your answers or PRINT IN INK; do not use pencil. A full page of instructions is attached to the form and should be read and followed carefully. The SF-171 must have an original signature and must be

- **Preparing the Statement of Interest**

To facilitate subsequent stages of the selection process, the Board of Examiners for the Foreign Service requires that all applicants for the Foreign Service Written Examination submit a brief (one typed page maximum) Statement of Interest in a career in the Foreign Service. The statement should be TYPED or WRITTEN IN INK, with the applicant's name in the upper left-hand corner of the page. The Statement of Interest should explain the applicant's motivation for taking the Foreign Service Written Examination. The Statement of Interest appears on page 26. Photocopies of the form are acceptable.

- **Mailing**

When you are certain that you have supplied all the information requested, mail the completed Application Package (using the enclosed pre-addressed envelope) to: Foreign Service Written Examination, The Psychological Corporation, P.O. Box 839961, San Antonio, TX 78283-3961. Apply appropriate first-class or airmail postage. Should you wish to forward the Application Package to The Psychological Corporation via an overnight courier service, please use the following address: Foreign Service Written Examination, The Psychological Corporation, 555 Academic Court, San Antonio, TX 78204. Collect overnight courier service will be refused. DO NOT send the package to the Board of Examiners for the Foreign Service (unless you are requesting special testing arrangements for religious or disability reasons, in which case follow the directions on page 21).

**Your Application Package must be RECEIVED at The Psychological Corporation by the close of business on October 1, 1993, for foreign test sites, and October 8, 1993, for domestic test sites.**

Neither the Board of Examiners nor The Psychological Corporation is responsible for lost, misdirected, or delayed mail. If you wish to receive a receipt or otherwise verify delivery of the Application Package you may use Certified Mail, but bear in mind that postal procedure sometimes results in significant delays for this type of mail. You should forward your Application Package well before the closing date if you are using Certified Mail.

- **Use of Data Collected on the Combined Application Form and Personal Data Questionnaire**

The Personal Data Questionnaire solicits information pursuant to the authority granted the Board of Examiners under the Foreign Service Act of 1980 and is governed by the applicable sections of the Privacy Act of 1974 (5 USC 552a) and the Freedom of Information Act (5 USC 552) as amended.

All data collected on the form, in addition to that necessary for preparing and issuing admission tickets and attendance rosters, will be used to help improve future tests and to conduct research studies based on the results of the examination. None of the responses to these questions or items on the application form will be reflected in the scores reported for the individual applicant, nor do they represent qualifications or pre-conditions for application. Your cooperation in providing responses to all items will be greatly appreciated.

- **Admission to the Test Center**

An admission ticket will be mailed **AT LEAST 2 WEEKS** before the test date (earlier for overseas centers) giving the reporting time and the address of the test center for which you are registered. Every consideration is given to assign you to the requested test site, but because of space limitations, this is not always possible. In large metropolitan areas, some test centers will be located in suburban areas. **Be sure to take the ticket with you to the center address shown;** you will be required to show it to the supervisor at the test site. Also take a second means of identification, such as your student identification card or driver's license, preferably a document bearing your photograph. Supervisors can refuse to admit an applicant whose identity cannot be positively established.

The admission ticket is not transferable to another person and can be used only by the person whose name appears on the ticket.

Your admission ticket number, which you will enter on your answer sheet, will be shown on the front of your ticket. This number is the primary means of identifying your answer sheet during the scoring process.



- **Regulations at the Test Center**

If you lose your admission ticket, or if you have not received it 1 **WEEK** before the test date, immediately notify The Psychological Corporation at 1 (800) 622-3231, (210) 921-8815, or (512) 921-8815 and request an authorization to take the examination. If you are properly registered and it is too late to mail an authorization,

(a) you will be sent a collect telegram of authorization, or

(b) when you telephone The Psychological Corporation, you will be given your ticket number, the test center address, and reporting time.

The staff of each test center will observe certain common procedures to ensure that all applicants have equal testing time and that the operation of the center meets the requirements for standardized testing.

The Foreign Service Written Examination will be given only on the day and at the time scheduled. **"Makeup" examinations cannot be authorized**, no matter how valid an applicant's reason for missing the scheduled examination.

You should report to the test center at the time shown on your admission ticket. Actual starting time of the exam may vary at different centers due to differences in the amount of time necessary for pre-administration procedures. However, if you report to the center later than the time stated on your admission ticket, you will not be admitted.

**No pencils are furnished at the center. Take an eraser and three or four No. 2 (B or HB) pencils for marking your answer sheet.**

Applicants are not permitted to continue any part of the examination beyond the established time limit. Take a watch since there may not be a clock visible to you in the testing room.

Scoring will be based on the number of questions you answer correctly; there is no penalty for incorrect re-

Books, slide rules, calculators, compasses, rulers, dictionaries, or papers of any kind—other than your admission ticket—are not allowed in the examination room. Supervisors will not permit anyone found with such materials to continue the test.

Scratch paper is not permitted. The margins of the test book may be used for notes and figuring. All responses must be marked on the answer sheet. No credit will be given for work done in the test book.

If an applicant is discovered engaging in any kind of misconduct during the course of the test administration, (e.g., creating a disturbance; giving or receiving help; using notes, books, or papers of any kind; working on one section of the test during the time allotted for another section; removing test materials or notes from the test room; or taking part in an act of impersonation), the applicant will be dismissed from the center, and the answer sheet will not be scored.

- **EEO Contact**

Candidates who believe that they have been discriminated against during the preemployment process on any of the bases protected by statute must contact the Office of Equal Employment Opportunity and Civil Rights, U.S. Department of State (202) 647-9294, within 45 days of the alleged discriminatory act.

- **Reporting Results**

The results of the examination, specifically whether or not you will be invited to the Assessment Center phase of the Foreign Service Officer selection process, will be sent directly to the address you entered on your Application Form and shown on your admission ticket. Notification of Results for all applicants taking the examination will be mailed at the same time. For successful candidates the notification will include a date and site assignment for the Assessment Center, based on your preference noted on the answer sheet. **Results will not be reported on the telephone for any reason.**

If your address is expected to change prior to the notification date, make the necessary changes on your admission ticket and give it to the supervisor at the test center. You

- **Special Arrangements  
for Sabbath Observers and  
Applicants With Disabilities**

All inquiries concerning the reporting of exam results should be sent in writing to: Foreign Service Written Examination, The Psychological Corporation, P.O. Box 839961, San Antonio, TX, 78283-3961. You may also call 1 (800) 622-3231 or (210) 922-8815.

All other inquiries about the examination should be addressed to the Board of Examiners, The U.S. Department of State, P.O. Box 9317, Arlington, VA 22219.

Applicants whose religious beliefs preclude taking examinations on a Saturday, and applicants with disabilities who might need a reasonable accommodation(s) to take the examination, should **notify the FSO Exam Coordinator**, U. S. Department of State, Special Arrangements, P.O. Box 9317, Arlington, Virginia 22219, before October 1, 1993, for foreign test sites, and October 8, 1993, for domestic test sites, **enclosing their complete registration package**, so that appropriate arrangements can be made for them. **Requests received after the relevant closing date will not be honored.** All applications submitted directly to The Psychological Corporation will be processed for standard testing. Applicants requesting special arrangements should **not** use the envelope provided in this booklet.

A Sabbath observer's request should include a self-certification, confirming their affiliation with a recognized body that observes its Sabbath throughout the year on Saturday. Exceptions for Sabbath observers for taking the Written Examination on a day other than Saturday, November 13, 1993, will be made on an individual basis.

An applicant with a disability should include in the request an explanation of the reasonable accommodation(s) required. The Board of Examiners reserves the right to request that disabled applicants provide the Board with sufficient documentation to support the requested accommodation(s).

# Test Center Code List

## DOMESTIC

### ALABAMA

Birmingham	A-0105
Huntsville	A-0117
Mobile	A-0123
Montgomery	A-0125

### ALASKA

Anchorage	A-0201
Fairbanks	A-0210
Juneau	A-0217

### AMERICAN SAMOA

Pago Pago	A-5520
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### ARIZONA

Flagstaff	A-0310
Phoenix	A-0330
Tucson	A-0355

### ARKANSAS

Fayetteville	A-0415
Little Rock	A-0430

### CALIFORNIA

Long Beach	A-0515
Los Angeles	A-0521
Oakland	A-0546
Sacramento	A-0553
San Diego	A-0560
San Francisco	A-0565
San Jose	A-0575
Santa Ana	A-0580
Santa Barbara	A-0585

### COLORADO

Denver	A-0622
Pueblo	A-0655

### CONNECTICUT

Hartford	A-0723
New Haven	A-0745
Stamford	A-0777

### DELAWARE

Wilmington	A-0881
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### DISTRICT OF COLUMBIA

Washington, D.C.	A-0901
Arlington	A-5003
Bethesda	A-2219
Fairfax	A-5026
Silver Spring	A-2267

### FLORIDA

Gainesville	A-1022
Jacksonville	A-1024
Miami	A-1036
Orlando	A-1048
Pensacola	A-1060
Tallahassee	A-1082
Tampa	A-1084

### GEORGIA

Athens	A-1102
Atlanta	A-1106
Columbus	A-1114
Savannah	A-1169

### GUAM

Agana	A-1201
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### HAWAII

Honolulu	A-1312
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### IDAHO

Boise	A-1405
Moscow	A-1453
Pocatello	A-1465

### ILLINOIS

Champaign	A-1506
Chicago	A-1512
Evanston	A-1525
Peoria	A-1551
Rockford	A-1572

### INDIANA

Bloomington	A-1605
Evansville	A-1609
Gary	A-1613
Indianapolis	A-1625
Lafayette	A-1647
South Bend	A-1689

### IOWA

Des Moines	A-1712
Iowa City	A-1724
Mason City	A-1749

### KANSAS

Hays	A-1812
Lawrence	A-1834
Wichita	A-1886

### KENTUCKY

Lexington	A-1953
Louisville	A-1960

### LOUISIANA

Baton Rouge	A-2007
New Orleans	A-2065
Shreveport	A-2087

### MAINE

Augusta	A-2101
Bangor	A-2112
Portland	A-2163

### MARYLAND

Baltimore	A-2211
Bethesda	A-2219
Burtonsville	A-2228
Hagerstown	A-2240
Silver Spring	A-2267

### MASSACHUSETTS

Boston	A-2311
Springfield	A-2364
Worcester	A-2386

### MICHIGAN

Ann Arbor	A-2401
Detroit	A-2413
Grand Rapids	A-2425
Lansing	A-2446
Marquette	A-2455
Saginaw	A-2473

### MINNESOTA

Minneapolis/St. Paul	A-2534
St. Cloud	A-2554

### MISSISSIPPI

Jackson	A-2634
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### MISSOURI

Columbia	A-2712
Kansas City	A-2723
St. Louis	A-2765
Springfield	A-2776

### MONTANA

Billings	A-2807
Missoula	A-2852

### NEBRASKA

Lincoln	A-2952
Omaha	A-2963

### NEVADA

Las Vegas	A-3051
Reno	A-3082

### NEW HAMPSHIRE

Durham	A-31
Hanover	A-31
Manchester	A-31

### NEW JERSEY

Atlantic City	A-32
Paterson	A-32
Trenton	A-32

### NEW MEXICO

Albuquerque	A-33
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### NEW YORK

Albany	A-34
Binghamton	A-34
Bronx	A-34
Brooklyn	A-34
Buffalo	A-34
Hicksville	A-34
Ithaca	A-34
Jamaica	A-34
Manhattan	A-34
Poughkeepsie	A-34
Rochester	A-34
Syracuse	A-34
Taughton	A-34
White Plains	A-34

### NORTH CAROLINA

Charlotte	A-35
Raleigh	A-35
Winston-Salem	A-35

### NORTH DAKOTA

Bismarck	A-36
Grand Forks	A-36

### OHIO

Cincinnati	A-37
Cleveland	A-37
Columbus	A-37
Dayton	A-37
Toledo	A-37

### OKLAHOMA

Oklahoma City	A-38
Tulsa	A-38

### OREGON

Eugene	A-39
Portland	A-39
Salem	A-39



<b>ETHIOPIA</b> Addis Ababa	B-6340	<b>HUNGARY</b> Budapest	B-6480	<b>LATVIA</b> Riga	B-8180	<b>MOROCCO</b> Casablanca Rabat	B-68 B-68
<b>FIJI</b> Suva	B-6370	<b>ICELAND</b> Reykjavik	B-6490	<b>LEBANON</b> Beirut	B-6670	<b>MOZAMBIQUE</b> Maputo	B-72
<b>FINLAND</b> Helsinki	B-6350	<b>INDIA</b> Bombay Calcutta Madras New Delhi	B-6500 B-6501 B-6502 B-6503	<b>LESOTHO</b> Maseru	B-6680	<b>NAMIBIA</b> Windhoek	B-74
<b>FRANCE</b> Bordeaux Marseille Paris Strasbourg	B-6360 B-6362 B-6365 B-6366	<b>INDONESIA</b> Jakarta Medan Surabaya	B-6510 B-6511 B-6512	<b>LIBERIA</b> Monrovia	B-6690	<b>NEPAL</b> Kathmandu	B-68
<b>GABON</b> Libreville	B-6380	<b>IRELAND</b> Dublin	B-6540	<b>LITHUANIA</b> Vilnius	B-8190	<b>NETHERLANDS</b> Curacao (Antilles) The Hague	B-68 B-68
<b>THE GAMBIA</b> Banjul	B-6390	<b>ISRAEL</b> Tel Aviv	B-6550	<b>LUXEMBOURG</b> Luxembourg	B-6710	<b>NEW ZEALAND</b> Auckland Wellington	B-68 B-68
<b>GEORGIA</b> Tbilisi	B-8280	<b>ITALY</b> Florence Milan Naples Palermo Rome	B-6560 B-6562 B-6563 B-6564 B-6565	<b>MADAGASCAR</b> Antananarivo	B-6720	<b>NICARAGUA</b> Managua	B-68
<b>GERMANY, THE FEDERAL REPUBLIC OF</b> Berlin Bonn Frankfurt Hamburg Leipzig Munich Stuttgart	B-6400 B-6401 B-6404 B-6405 B-6408 B-6406 B-6407	<b>JAMAICA</b> Kingston	B-6580	<b>MALAWI</b> Lilongwe	B-6730	<b>NIGER</b> Niamey	B-68
<b>GHANA</b> Accra	B-6410	<b>JAPAN</b> Fukuoka Naha (Okinawa) Osaka-Kobe Sapporo Tokyo	B-6590 B-6591 B-6592 B-6593 B-6594	<b>MALAYSIA</b> Kuala Lumpur	B-6740	<b>NIGERIA</b> Kaduna Lagos	B-68 B-68
<b>GREECE</b> Athens Thessaloniki	B-6420 B-6421	<b>JERUSALEM</b> Jerusalem	B-6600	<b>MALI</b> Bamako	B-6750	<b>NORWAY</b> Oslo	B-68
<b>GRENADA</b> St. George's	B-7414	<b>JORDAN</b> Amman	B-6610	<b>MALTA</b> Valletta	B-6760	<b>OMAN</b> Muscat	B-68
<b>GUATEMALA</b> Guatemala City	B-6430	<b>KAZAKHSTAN</b> Almaty	B-8160	<b>MARSHALL ISLANDS</b> Majuro	B-8010	<b>PAKISTAN</b> Islamabad Karachi Lahore Peshawar	B-68 B-68 B-68 B-68
<b>GUINEA</b> Conakry	B-6440	<b>KENYA</b> Nairobi	B-6620	<b>MARTINIQUE</b> Fort de France	B-8260	<b>PALAU, REPUBLIC OF</b> Koror	B-74
<b>GUINEA-BISSAU</b> Bissau	B-7330	<b>KOREA</b> Pusan Seoul	B-6637 B-6640	<b>MAURITANIA</b> Nouakchott	B-6770	<b>PANAMA</b> Panama City	B-69
<b>GUYANA</b> Georgetown	B-6450	<b>KUWAIT</b> Kuwait	B-6650	<b>MAURITIUS</b> Port Louis	B-6780	<b>PAPUA NEW GUINEA</b> Port Moresby	B-73
<b>HAITI</b> Port-au-Prince	B-6460	<b>KYRGYZSTAN</b> Bishkek	B-8170	<b>MEXICO</b> Ciudad Juarez Guadalajara Hermosillo Matamoros Merida Mexico, D. F. Monterrey Nuevo Laredo Tijuana	B-6790 B-6791 B-6792 B-6793 B-6795 B-6796 B-6797 B-6798 B-6799	<b>PARAGUAY</b> Asuncion	B-69
<b>HONDURAS</b> Tegucigalpa	B-6470	<b>LAOS</b> Vientiane	B-6660	<b>MICRONESIA</b> Kolonja	B-7430	<b>PERU</b> Lima	B-69
<b>HONG KONG</b> Hong Kong	B-7183			<b>MOLDOVA</b> Chisinau	B-8200	<b>PHILIPPINES</b> Cebu Manila	B-69 B-69
				<b>MONGOLIA, PEOPLE'S REPUBLIC OF</b>		<b>POLAND</b> Krakow	B-69

<b>PORTUGAL</b> Lisbon Ponta Delgada (Azores)	B-6950 B-6954	<b>SLOVAKIA</b> Bratislava B-8300	<b>SYRIA</b> Damascus B-7280	<b>UNITED ARAB EMIRATES</b> Abu Dhabi Dubai	B-718 B-717
<b>QATAR</b> Doha	B-7300	<b>SLOVENIA</b> Ljubljana B-8310	<b>TAIWAN</b> Taipei B-6240	<b>UNITED KINGDOM</b> Belfast Edinburgh London	B-718 B-718 B-718
<b>ROMANIA</b> Bucharest	B-6960	<b>SOLOMON ISLANDS</b> Honiara B-7460	<b>TAJIKISTAN</b> Dushanbe B-8210	<b>URUGUAY</b> Montevideo	B-720
<b>RUSSIA</b> Moscow St. Petersburg Vladivostok	B-7161 B-7160 B-8270	<b>SOUTH AFRICA</b> Cape Town Durban Johannesburg Pretoria	<b>TANZANIA</b> Dar es Salaam B-7100	<b>UZBEKISTAN</b> Tashkent	B-824
<b>RWANDA</b> Kigali	B-6970	<b>SPAIN</b> Barcelona Bilbao Madrid	<b>THAILAND</b> Bangkok Chiang Mai Songkhla Udom	<b>VENEZUELA</b> Caracas Maracaibo	B-721 B-721
<b>SAUDI ARABIA</b> Dhahran Jeddah Riyadh	B-6980 B-6981 B-6982	<b>SRI LANKA</b> Colombo B-7050	<b>TOGO</b> Lome B-7120	<b>TRINIDAD AND TOBAGO</b> Port-of-Spain B-7130	<b>WESTERN SAMOA</b> Apia B-747
<b>SENEGAL</b> Dakar	B-6990	<b>SUDAN</b> Khartoum B-7060	<b>TUNISIA</b> Tunis B-7140	<b>YEMEN ARAB REPUBLIC</b> Sanaa B-723	
<b>SERBIA-MONTENEGRO</b> Belgrade	B-7240	<b>SURINAME</b> Paramaribo B-7320	<b>TURKEY</b> Adana Ankara Istanbul Izmir	<b>ZAIRE</b> Kinshasa B-725	
<b>SEYCHELLES</b> Victoria	B-7360	<b>SWAZILAND</b> Mbabane B-7070	<b>TURKMENISTAN</b> Ashkhabad B-8220	<b>ZAMBIA</b> Lusaka B-726	
<b>SERRA LEONE</b> Freetown	B-7000	<b>SWEDEN</b> Stockholm B-7080	<b>UGANDA</b> Kampala B-7400	<b>ZIMBABWE</b> Harare B-741	
<b>SINGAPORE</b> Singapore	B-7010	<b>SWITZERLAND</b> Bern Geneva Zurich	<b>UKRAINE</b> Kiev B-8230		

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

## Statement of Interest

Please use the space below to describe how your experience, abilities, and personal attributes relate to the unique challenges American diplomacy faces in today's and tomorrow's world.



YOU NEED MORE SPACE for all answers, use a sheet of paper the size of this page. On each sheet write your name, Social Security number, the announcement number or job title, and the item number. Attach all additional forms and sheets to this application at the top of page 3.

If you do not answer all questions fully and correctly, you may delay the review of your application and lose job opportunities.

If you are asked for additional material in the announcement or application information, do not attach any materials, such as: official transcript descriptions, performance evaluations, letters of recommendation, certificates of training, publications, etc. Any materials you attach which are not asked for may be removed from your application and will not be returned to you.

We suggest that you keep a copy of this application for your use. If you want to make copies of your application, we suggest you leave items 1, 48 and 49 blank. Complete these blank items each time you apply. **YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT.**

Apply for a specific Federal civil service examination (whether or not a written test is required) or a specific vacancy in an Federal agency:

Read the announcement and other materials provided.

Make sure that your work experience and/or education meet the qualification requirements described.

Make sure the announcement is open for the job and location you are interested in. Announcements may be closed to receipt of applications for some types of jobs, grades, or geographic locations.

Make sure that you are allowed to apply. Some jobs are limited to veterans, or to people who work for the Federal Government or have worked for the Federal Government in the past.

Follow any directions on "How to Apply". If a written test is required, bring any material you are instructed to bring to the test session. For example, you may be instructed to "Bring a completed SF 171 to the test." If a written test is not required, mail this application and all other forms required by the announcement to the address specified in the announcement.

## Work Experience (Item 24)

Successfully complete each experience block you need to describe your work experience. Unless you qualify based on education alone, your rating will end on your description of previous jobs. Do not leave out any jobs held during the last ten years.

Under Description of Work, write a clear and brief, but complete description of your major duties and responsibilities for each job. Include supervisory duties, special assignments, and your accomplishments in each job. We may verify your description with your former employers.

If you had a major change of duties or responsibilities while you worked for the same employer, describe each major change as a separate job.

## Privacy Act and Public Burden Statements

The Office of Personnel Management is authorized to rate applicants for Federal jobs under 5 U.S.C. 3301, 3301, and 3304 of title 5 of the U.S. Code. Section 1104 of title 5 allows the use of Social Security numbers to authorize other Federal agencies to rate applicants for jobs. We need the information you put on this form and associated application forms to know how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws that we must follow in deciding who may be employed by the Federal Government.

If you have your Social Security Number (SSN) to keep your records straight because other agencies may have the same name and birth date. The SSN has been used to keep records since 1936. When Executive Order 9397 asked agencies to do so. The Office of Personnel Management may also use your SSN to make requests for information about you from libraries, schools, banks, and others who know you, but only as allowed by law or internal directive. The information we collect by using your SSN will be used for personnel purposes and also may be used for studies, statistics, and computer matching to find and payment files.

- If you cannot receive veteran preference, place an "X" in the box next to "NO PREFERENCE".
- If you cannot receive veteran preference in the box if you are retired or plan to retire: or above the rank of major or lieutenant commander, unless you are disabled or retired from the active military Reserve.
- To receive veteran preference, your separation from active duty must have been under honorable conditions. This includes honorable and general discharges. A clemency discharge does not meet the requirements of the Veteran Preference Act.
- Active duty for training in the military Reserve and National Guard programs is not considered active duty for purposes of veteran preference.
- To qualify for preference you must meet ONE of the following conditions:
  1. Served on active duty anytime between December 7, 1941, and July 1, 1955; (If you were a Reservist called to active duty between February 1, 1955 and July 1, 1955, you must meet condition 2, below.)  
or
  2. Served on active duty any part of which was between July 2, 1955 and October 14, 1976 or a Reservist called to active duty between February 1, 1955 and October 14, 1976 and who served for more than 180 days;  
or
  3. Entered on active duty between October 15, 1976 and September 7, 1980 or a Reservist who entered on active duty between October 15, 1976 and October 13, 1982 and received a Campaign Badge or Expeditionary Medal or is a disabled veteran;  
or
  4. Enlisted in the Armed Forces after September 7, 1980 or entered active duty other than by enlistment on or after October 14, 1982 and:
    - a. completed 24 months of continuous active duty or the full period called or ordered to active duty, or were discharged under 10 U.S.C. 1171 or for hardship under 10 U.S.C. 1173 and received or were entitled to receive a Campaign Badge or Expeditionary Medal; or
    - b. are a disabled veteran.
- If you meet one of the four conditions above, you qualify for 5-point preference. If you want to claim 5-point preference and do not meet the requirements for 10-point preference, discussed below, place an "X" in the box next to "5-POINT PREFERENCE".
- If you think you qualify for 10-Point Preference, review the requirements described in the Standard Form (SF) 15, Application for 10-Point Veteran Preference. The SF 15 is available from any Federal Job Information Center. The 10-point preference groups are:
  - Non-Compensably Disabled or Purple Heart Recipient.
  - Compensably Disabled (less than 30%).
  - Compensably Disabled (30% or more).
  - Spouse, Widow(er) or Mother of a deceased or disabled veteran.
- If you claim 10-point preference, place an "X" in the box next to the group that applies to you. To receive 10-point preference you must attach a completed SF 15 to this application together with the proof requested in the SF 15.

Information we have about you may also be given to Federal, State, and local agencies for checking on law violations or for other lawful purposes. We may send your name and address to State and local Government agencies, Congressional and other public offices, and public international organizations, if they request names of people to consider for employment. We may also notify your school placement office if you are selected for a Federal job.

Giving us your SSN or any of the other information is voluntary. However, we cannot process your application, which is the first step toward getting a job, if you do not give us the information we request. Incomplete addresses and ZIP Codes will also slow processing.

Public burden reporting for this collection of information is estimated to vary from 20 to 360 minutes with an average of 50 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden to Reports and Forms Management Office, U.S. Office of Personnel Management, 1900 E Street, N.W., Room 6410, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206-0015), Washington, D.C. 20503.

**DETACH THIS PAGE—NOTE SF 171-A ON BACK**

## ADDITIONAL WORK EXPERIENCE BLOCKS

Name and address of employer's organization (include ZIP Code, if known)

Dates employed (give month, day and year)

Average number of  
hours per weekNumber of employees  
you supervised

From: To:

Salary or earnings

Your reason for leaving

Starting \$ per

Ending \$ per

Name of your immediate supervisor

Area Code

Telephone No.

Exact title of your job

If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, **including** the job title(s) of any employees you supervised. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

For Agency Use (skill codes, etc.)

Name and address of employer's organization (include ZIP Code, if known)

Dates employed (give month, day and year)

Average number of  
hours per weekNumber of employees  
you supervised

From: To:

Salary or earnings

Your reason for leaving

Starting \$ per

Ending \$ per

Name of your immediate supervisor

Area Code

Telephone No.

Exact title of your job

If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, **including** the job title(s) of any employees you supervised. *If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.*

For Agency Use (skill codes, etc.)

1 What kind of job are you applying for? Give title and announcement no. (If any)

2 Social Security Number 3 Sex  
☐ Male ☐ Female  
 4 Birth date (Month, Day, Year) 5 Birthplace (City and State or Country)

6 Name (Last, First, Middle)  
 Mailing address (include apartment number, if any)  
 City State ZIP Code

7 Other names ever used (e.g., maiden name, nickname, etc.)

8 Home Phone 9 Work Phone  
 Area Code Number Area Code Number Extension

10 Were you ever employed as a civilian by the Federal Government? If "NO", go to Item 11. If "YES", mark each type of job you held with an "X".  
☐ Temporary ☐ Career-Conditional ☐ Career ☐ Excepted  
 What is your highest grade, classification series and job title?

Dates at highest grade: FROM TO

## AVAILABILITY

1 When can you start work? 12 What is the lowest pay you will accept? (You will not be considered for jobs which pay less than you indicate.)  
 (Month and Year) Pay \$ per OR Grade

3 In what geographic area(s) are you willing to work?

4 Are you willing to work:  
 A. 40 hours per week (full-time)?  
 B. 25-32 hours per week (part-time)?  
 C. 17-24 hours per week (part-time)?  
 D. 16 or fewer hours per week (part-time)?  
 E. An intermittent job (on-call/seasonal)?  
 F. Weekends, shifts, or rotating shifts?  
 YES NO  
 5 Are you willing to take a temporary job lasting:  
 A. 5 to 12 months (sometimes longer)?  
 B. 1 to 4 months?  
 C. Less than 1 month?  
 YES NO  
 6 Are you willing to travel away from home for:  
 A. 1 to 5 nights each month?  
 B. 6 to 10 nights each month?  
 C. 11 or more nights each month?  
 YES NO

## MILITARY SERVICE AND VETERAN PREFERENCE

7 Have you served in the United States Military Service? If your only active duty was training in the Reserves or National Guard, answer "NO". If "NO", go to Item 22.  
 YES NO

8 Did you or will you retire at or above the rank of major or lieutenant commander?

## FOR USE OF EXAMINING OFFICE ONLY

Date entered register		Form reviewed: Form approved:		
Option	Grade	Earned Rating	Veteran Preference	Augmented Rating
			<input type="checkbox"/> No Preference Claimed	
			<input type="checkbox"/> 5 Points (Tentative)	
			<input type="checkbox"/> 10 Pts. (30% Or More Comp. Dis.)	
			<input type="checkbox"/> 10 Pts. (Less Than 30% Comp. Dis.)	
			<input type="checkbox"/> Other	
Initials and Date		<input type="checkbox"/> Disallowed <input type="checkbox"/> Being Investigated		

## FOR USE OF APPOINTING OFFICE ONLY

Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

☐ 5-Point ☐ 10-Point-30% or More Compensable Disability ☐ 10-Point-Less Than 30% Compensable Disability ☐ 10-Point-0

Signature and Title

Agency

Date

## MILITARY SERVICE AND VETERAN PREFERENCE (Continued)

19 Were you discharged from the military service under honorable conditions? (If your discharge was changed to "honorable" or "general" by a Discharge Review Board, answer "YES". If you received a clemency discharge, answer "NO".) If "NO", provide below the date and type of discharge you received.

Discharge Date (Month, Day, Year)	Type of Discharge

20 List the dates (Month, Day, Year), and branch for all active duty military service.  
 From To Branch of Service

21 If all your active military duty was after October 14, 1976, list the full names and dates of all campaign badges or expeditionary medals you received or were entitled to receive.

22 Read the instructions that came with this form before completing this. When you have determined your eligibility for veteran preference from the instructions, place an "X" in the box next to your veteran preference claim.

☐ NO PREFERENCE  
☐ 5-POINT PREFERENCE -- You must show proof when you are hired.

10-POINT PREFERENCE -- If you claim 10-point preference, place an "X" in the box below next to the basis for your claim. To receive 10-point preference you must also complete a Standard Form 15, Application for 10-Point Veteran Preference, which is available from any Federal Job Information Center. ATTACH THE COMPLETED SF 15 REQUESTED PROOF TO THIS APPLICATION.

☐ Non-compensably disabled or Purple Heart recipient.  
☐ Compensably disabled, less than 30 percent.  
☐ Spouse, widow(er), or mother of a deceased or disabled veteran.  
☐ Compensably disabled, 30 percent or more.



<b>YES</b> <b>NO</b>		If "YES", give month and year graduated or received GED equivalency: ..... If "NO", give the highest grade you completed: .....		<b>27</b> Have you ever attended college or graduate school?		<b>YES</b> <b>NO</b>		If "YES", continue with 28. If "NO", go to 31.			
<b>28</b> NAME AND LOCATION (city, state and ZIP Code) OF COLLEGE OR UNIVERSITY.. If you expect to graduate within nine months, give the month and year you expect to receive your degree:				MONTH AND YEAR ATTENDED		NUMBER OF CREDIT HOURS COMPLETED		TYPE OF DEGREE (e.g. B.A., M.A.)		MONTH YEAR DEGREE	
Name				City		State		ZIP Code		From To Semester Quarter	
1)											
2)											
3)											
<b>29</b> CHIEF UNDERGRADUATE SUBJECTS Show major on the first line				NUMBER OF CREDIT HOURS COMPLETED		<b>30</b> CHIEF GRADUATE SUBJECTS Show major on the first line		NUMBER OF CREDIT HOURS COMPLETED			
				Semester Quarter				Semester Quarter			
1)						1)					
2)						2)					
3)						3)					
<b>31</b> If you have completed any other courses or training related to the kind of jobs you are applying for (trade, vocational, Armed Forces, business) give information below				NAME AND LOCATION (city, state and ZIP Code) OF SCHOOL		MONTH AND YEAR ATTENDED		CLASS-ROOM HOURS		SUBJECT(S)	
				From To						TRAIN COMPLETION YES	
School Name											
1)											
City				State ZIP Code							
School Name											
2)											
City				State ZIP Code							
<b>SPECIAL SKILLS, ACCOMPLISHMENTS AND AWARDS</b>											
<b>32</b> Give the title and year of any honors, awards or fellowships you have received. List your special qualifications, skills or accomplishments that may help you get a job. Examples are: skills with computers or other machines; most important publications (do not submit copies); public speaking and writing experience; membership in professional or scientific societies; patents or inventions; etc.											
<b>33</b> How many words per minute can you take: TYPE? TAKE DICTATION?											
<b>34</b> List job-related licenses or certificates that you have, such as: registered nurse; lawyer; radio operator; driver's; pilot's; etc.											
LICENSE OR CERTIFICATE											
DATE OF LATEST LICENSE OR CERTIFICATE											
STATE OR OTHER LICENSING AGENCY											
Agencies may test your skills before hiring you.											
1)											
2)											
<b>35</b> Do you speak or read a language other than English (include sign language)? Applicants for jobs that require a language other than English may be given an interview conducted solely in that language.											
YES NO											
If "YES", list each language and place an "X" in each column that applies to you. If "NO", go to 36.											
LANGUAGE(S)											
CAN PREPARE AND GIVE LECTURES											
CAN SPEAK AND UNDERSTAND											
CAN TRANSLATE ARTICLES											
CAN READ ARTICLES FOR OWN USE											
Fluently With Difficulty Fluently Passably Into English From English Easily With Difficulty											
1)											
2)											
<b>REFERENCES</b>											
<b>36</b> List three people who are not related to you and are not supervisors you listed under 24 who know your qualifications and fitness for the kind of job for which you are applying. At least one should know you well on a personal basis.											
FULL NAME OF REFERENCE											
TELEPHONE NUMBER(S) (Include Area Code)											
PRESENT BUSINESS OR HOME ADDRESS (Number, street and city)											
STATE											
ZIP CODE											
1)											
2)											
3)											

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our explanation(s) in **Item 15**. Include convictions resulting from a plea of nolo contendere (*no contest*). **Omit:** 1) traffic fines of \$100.00 or less; any violation of law committed before your 16th birthday; 3) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a Youth Offender law; 4) any conviction set aside under the Federal Youth Corrections Act or similar State law; 5) any conviction whose record was expunged under Federal or State law. We will consider the date, facts, and circumstances of each event you list. In most cases you can still be considered for Federal jobs. However, **if you fail to tell the truth or fail to list all relevant events or circumstances**, this may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution (18 USC 1001).

During the last 10 years, were you <b>fired from any job</b> for any reason, did you <b>quit after being told that you would be fired</b> , or did you leave by mutual agreement because of specific problems? .....	<b>YES</b>	<b>NO</b>
Have you <b>ever</b> been convicted of, or forfeited collateral for <b>any felony violation</b> ? ( <i>Generally, a felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under State law which are punishable by imprisonment of two years or less.</i> ) .....		
Have you <b>ever</b> been convicted of, or forfeited collateral for <b>any firearms or explosives violation</b> ? .....		
Are you <b>now</b> under charges for <b>any violation of law</b> ? .....		
During the <b>last 10 years</b> have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole? Do <b>not</b> include violations reported in 39, 40, or 41, above. ....		
Have you <b>ever</b> been convicted by a military <b>court-martial</b> ? If no military service, answer <b>"NO"</b> . ....		
Are you <b>delinquent</b> on any Federal debt? ( <i>Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government plus defaults on Federally guaranteed or insured loans such as student and home mortgage loans.</i> ) .....		

**If "YES" In:** 38 - Explain for each job the problem(s) and your reason(s) for leaving. Give the employer's name and address.  
 39 through 43 - Explain each violation. Give place of occurrence and name/address of police or court involved.  
 44 - Explain the type, length and amount of the delinquency or default, and steps you are taking to correct errors or repay the debt. Give an identification number associated with the debt and the address of the Federal agency involved.

**NOTE:** If you need more space, use a sheet of paper, and include the item number.

Item No.	Date (Mo./Yr.)	Explanation	Mailing Address
			Name of Employer, Police, Court, or Federal Agency
			City State ZIP Code
			Name of Employer, Police, Court, or Federal Agency
			City State ZIP Code

Do you receive, or have you ever applied for retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia Government service? .....	<b>YES</b>	<b>NO</b>
Do any of your relatives work for the United States Government or the United States Armed Forces? Include: <i>father; mother; husband; wife; son; daughter; brother; sister; uncle; aunt; first cousin; nephew; niece; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepson; stepdaughter; stepbrother; stepsister; half brother; and half sister.</i> .....		

If **"YES"**, provide details below. If you need more space, use a sheet of paper.

Name	Relationship	Department, Agency or Branch of Armed Forces

## SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION

### YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign.

A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, title 18, section 1001).

If you are a male born after December 31, 1959 you must be registered with the Selective Service System or have a valid exemption in order to be eligible for Federal employment. You will be required to certify as to your status at the time of appointment.

**understand** that any information I give may be investigated as allowed by law or Presidential order.

**consent** to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the Federal Government.

**certify** that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

SIGNATURE (Sign each application in dark ink)	<b>49</b> DATE SIGNED (Month, day, year)
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# College Code List

## LABAMA

06 Alabama State University  
24 Auburn State College  
05 Auburn University  
64 Birmingham-Southern College  
03 Huntingdon College  
36 Jacksonville State University  
49 Judson College  
37 Livingston University  
68 Miles College  
15 Mobile College  
86 Oakwood College  
02 Samford University  
23 Southeastern Bible College  
33 Spring Hill College  
39 Stillman College  
000 Talladega College  
38 Troy State University  
13 Tuskegee University  
330 University of Alabama  
04 University of Montevallo  
353 University of North Alabama  
880 University of South Alabama

## ALASKA

01 Alaska Pacific University  
742 Sheldon Jackson College  
866 University of Alaska

## ARIZONA

007 Arizona State University  
331 Grand Canyon College  
006 Northern Arizona University  
736 Southwestern College  
832 University of Arizona  
911 University of Phoenix  
902 Yavapai College  
003 American Graduate School of International Management

## ARKANSAS

009 Arkansas College  
011 Arkansas State University  
010 Arkansas Tech University  
111 College of the Ozarks  
267 Harding College  
272 Henderson State University  
273 Hendrix College  
321 John Brown University  
549 Ouachita Baptist University  
578 Phillips Smith College  
669 Shorter College  
661 Southern Arkansas University  
886 University of Arkansas  
012 University of Central Arkansas  
111 University of the Ozarks

## CALIFORNIA

4010 Ambassador College  
4009 Art Center College of Design  
5596 Azusa Pacific University  
4021 Bethany Bible College  
4017 Biola University  
4034 California Institute of Technology  
4088 California Lutheran University  
California State Colleges and Universities:  
4110 —Bakersfield  
4048 —Chico  
4098 —Dominguez Hills  
4312 —Fresno  
4359 —Fullerton  
4011 —Hayward  
4389 —Long Beach  
4399 —Los Angeles  
4707 —Northridge  
4082 —Pomona (Polytechnic)  
4671 —Sacramento  
4039 —San Bernardino  
4098 —San Luis Obispo (Polytechnic)  
4713 —Stanislaus

4047 Chapman College  
4063 College of Notre Dame  
4616 Fresno Pacific College  
4329 Golden Gate University  
4343 Heald Engineering College  
4059 Holy Names College  
4345 Humboldt State University  
4368 Johnston Center University at Redlands  
4386 Lincoln University  
4380 Loma Linda University  
4411 Los Angeles Baptist College  
4403 Loyola Marymount University  
4485 Mills College  
4493 Mount Saint Mary's College  
4557 National University  
4540 Northrop University  
4581 Occidental College  
4614 Pacific Christian College  
4600 Pacific Union College  
4326 Pepperdine University  
4630 Pepperdine University—Seaver College  
4619 Pitzer College  
4605 Point Loma Nazarene College  
4607 Pomona College  
4575 Saint Mary's College of California  
4743 San Diego State University, Calixto  
4682 San Diego State University, San Diego  
4036 San Francisco Art Institute  
4684 San Francisco State University  
4687 San Jose State University  
811 Santa Clara University  
4693 Scripps College  
4723 Sonoma State University  
4701 Southern California College, Costa Mesa

4704 Stanford University  
4039 United States International University of California  
4833 —Berkeley  
4834 —Davis  
4859 —Irvine  
4837 —Los Angeles  
4839 —Riverside  
4836 —San Diego  
4840 —San Francisco  
4335 —Santa Barbara  
4860 —Santa Cruz  
4876 University of Judaism  
381 University of La Verne  
4063 University of the Pacific  
4848 University of Redlands  
4849 University of San Diego  
4850 University of San Francisco  
851 University of Santa Clara  
4852 University of Southern California  
4950 Westmont College  
4952 Whittier College  
4955 Woodbury University

## COLORADO

4001 Adams State College  
4072 Colorado College  
4073 Colorado School of Mines  
4075 Colorado State University  
4133 Colorado Technical College  
4076 Colorado Women's College  
4310 Fort Lewis College  
4390 Loreto Heights College  
4484 Mesa State College  
4505 Metropolitan State College  
4656 Regis College  
4620 United States Air Force Academy  
University of Colorado:  
4841 —Boulder  
4874 —Colorado Springs  
4875 —Denver  
4842 University of Denver  
4074 University of Northern Colorado  
4611 University of Southern Colorado  
4946 Western State College of Colorado

## CONNECTICUT

3001 Albertus Magnus College  
3093 Bridgeport Engineering Institute  
3898 Central Connecticut State University  
3284 Connecticut College  
3966 Eastern Connecticut State University  
3390 Fairfield University  
3698 Post College  
3712 Quinnipiac College  
3780 Sacred Heart University  
3754 Saint Joseph College  
3662 Southern Connecticut State University  
3899 Trinity College  
5807 United States Coast Guard Academy  
3914 University of Bridgeport  
3915 University of Connecticut  
3436 University of Hartford  
3663 University of New Haven  
3959 Wesleyan University  
3350 Western Connecticut State University  
3987 Yale University

## DELAWARE

5153 Delaware State College  
5244 Georgetown University  
5811 University of Delaware  
5894 Wesley College  
5925 Wilmington College

## DISTRICT OF COLUMBIA

5007 American University  
5104 Catholic University of America  
5240 Gaudaud University  
5246 George Washington University  
5437 College of Boca Raton  
5297 Howard University  
5422 Mount Vernon College  
5622 Southeastern University  
5632 Strayer College  
5929 University of the District of Columbia

## FLORIDA

5053 Barry University  
5061 Bethune-Cookman College  
5076 Bethune College  
5437 College of Boca Raton  
5223 Eckerd College  
5182 Edward Waters College  
5190 Embury-Riddle Aeronautical University  
5235 Flagler College  
5215 Florida Agricultural and Mechanical University  
5298 Florida Atlantic University  
5080 Florida Institute of Technology, Melbourne  
5206 Florida International University  
5217 Florida Memorial College  
5218 Florida Southern College  
5219 Florida State University  
5171 Fort Lauderdale College  
5343 Jones College, Jacksonville  
5506 New College of the University of South Florida  
5514 Nova University  
5353 Palm Beach Atlantic College  
5572 Rollins College  
5638 Saint Leo College  
5621 Southeastern College  
5630 Stetson University  
5233 University of Central Florida  
5812 University of Florida  
5815 University of Miami  
5490 University of North Florida  
5828 University of South Florida  
5819 University of Tampa  
5833 University of West Florida

## GEORGIA

5002 Agnes Scott College  
5004 Albany State College  
5012 Armstrong State College  
5336 Augusta College  
5059 Berry College  
5068 Brenau College  
5110 Clark College  
5123 Columbus College  
5187 Emory University  
5220 Fort Valley State College  
5252 Georgia College  
5248 Georgia Institute of Technology  
5253 Georgia Southern College  
5250 Georgia Southwestern College  
5251 Georgia State University  
5359 Kennesaw College  
5362 LaGrange College  
Mercer University:  
5025 —Atlanta  
5409 —Macon  
5415 Morehouse College  
5417 Morris Brown College  
5521 Oglethorpe University  
5530 Paine College  
5609 Savannah State College  
5616 Shorter College  
5628 Spelman College  
5799 Toccoa Falls College  
5813 University of Georgia  
5855 Valdosta State College  
5895 Wesleyan College

## HAWAII

4106 Brigham Young University  
4105 Chaminade University of Honolulu  
4352 Hawaii Pacific College  
University of Hawaii:  
4868 —East-West Center  
4869 —Hilo  
4867 —Honolulu  
4959 —West Oahu College

## IDAHOO

410 Boise State University  
4060 College of Idaho  
4355 Idaho State University  
485 Lewis-Clark State College  
4843 University of Idaho

## ILLINOIS

1025 Augustana College  
1027 Aurora University  
1052 Baruch College  
1065 Blackburn College  
1070 Bradley University  
1118 Chicago State University  
1130 College of Saint Francis  
1135 Columbia College  
1140 Concordia College  
1165 De Paul University  
1171 DeVry Institute of Technology  
1199 Eastern Illinois University  
1204 Elmhurst College  
1206 Eureka College  
1263 Governors State University  
1256 Greenville College  
1707 Illinois Benedictine College  
1315 Illinois College  
1318 Illinois Institute of Technology  
119 Illinois State University  
1320 Illinois Wesleyan University  
1351 Judson College  
1372 Knox College  
1392 Lake Forest College  
1404 Lewis University  
1405 Lincoln Christian College and Seminary  
1412 Loyola University of Chicago

1435 MacMurray College  
1436 Madonna College  
1439 Midwest College of Engineering  
1470 Millikin University  
1484 Monmouth College of Engineering  
1486 Moody Bible Institute  
1493 Mundelein College  
National College of Education:  
1624 —Chicago  
1551 —Evanston  
1755 Niles College of Loyola University  
1555 North Central College  
1556 North Park College  
1900 Northeast Illinois University  
1559 Northern Illinois University  
1563 North Western University  
1596 Olivet-Nazarene University  
1598 Our Lady of Angels Franciscan  
Seminary  
1621 Parks College of Saint Louis University  
1630 Principia College  
1645 Quincy College  
1665 Rockford College  
1666 Roosevelt University  
1667 Rosary College  
Rush University:  
3263 —College of Health Sciences  
3262 —College of Nursing  
1708 Saint Xavier College  
1787 Sangamon State University  
1713 School of the Art Institute of Chicago  
1717 Shimer College  
Southern Illinois University:  
1726 —Carbondale  
1759 —Edwardsville  
1128 Spertus College of Judaica  
1820 Trinity Christian College, Palos  
Heights  
1810 Trinity College, Deerfield  
1811 University of Chicago  
University of Illinois:  
1851 —Chicago  
1855 —Health Science Center  
1836 —Urbana  
1900 Western Illinois University  
1905 Wheaton College

## INDIANA

1016 Anderson University  
1051 Ball State University  
1078 Ball State College  
1073 Butler University  
1776 Calumet College of St. Joseph  
1166 DePauw University  
1195 Earlham College  
1228 Franklin College of Indiana  
1251 Goshen College  
1290 Hanover College  
1304 Huntington College  
1321 Indiana Central University  
1323 Indiana Institute of Technology  
Indiana State University:  
1335 —Evansville  
1322 —Terre Haute  
Indiana University:  
1324 —Bloomington  
1338 —Northwest Gary  
1715 —Indianapolis  
1337 —Kokomo  
1314 —Southeast New Albany  
1339 —South Bend  
Indiana University—Purdue University:  
1236 —Fort Wayne  
1325 —Indianapolis  
1440 Indiana Wesleyan University  
1446 Manchester College  
1442 Marion College, Indianapolis  
1446 Marion College, Marion  
1585 Oakland City College  
Purdue University:  
1338 —Calumet, Hammond  
1631 —West Lafayette  
1640 —Westville  
1668 Rose-Hulman Institute of Technology  
1693 Saint Francis College  
1697 Saint Joseph's College  
1704 Saint Mary-of-the-Woods College  
1702 Saint Mary's College  
1705 Saint Meinrad College  
1802 Taylor University  
1811 Tri-State University

1208 University of Evansville  
1321 University of Indianapolis  
1841 University of Notre Dame  
1335 University of Southern Indiana  
1874 Valparaiso University  
1895 Wabash College

## IOWA

6046 Briar Cliff College  
6047 Buena Vista College  
6087 Central University of Iowa  
6099 Clarke College  
6101 Coe College  
6119 Cornwell College  
6174 Divine Word College  
6171 Dordt College  
6168 Drake University  
6214 Faith Baptist Bible College  
6249 Graceland College  
6251 Grand View College  
6252 Grinnell College  
6303 Iowa State University  
6308 Iowa Wesleyan College  
6370 Loras College  
6375 Luther College  
6487 Maharishi International University  
6397 Marycrest College  
6415 Mountsides College  
6417 Mount Mercy College  
6418 Mount Saint Clare College  
6490 Northwestern College  
6417 Saint Ambrose University  
6650 Simpson College  
6669 University of Dubuque  
6681 University of Iowa  
6307 University of Northern Iowa  
6885 Upper Iowa University  
6094 Verndale College  
6926 Wartburg College  
6936 Westminster College  
6943 William Penn College

## KANSAS

6031 Baker University  
6056 Benedictine College  
6034 Bethany College  
6037 Bethel College  
6335 Emporia State University  
6218 Fort Hays State University  
6228 Friends Bible College  
6224 Friends University  
6615 Kansas Newman College  
6334 Kansas State University  
6337 Kansas Wesleyan  
6392 Manhattan Christian College  
6398 Marymount College  
6404 McPherson College  
6437 Mid-America Nazarene College  
6547 Ottawa University  
6336 Pittsburg State University  
6630 Saint Mary College, Leavenworth  
6635 Saint Mary of the Plains College  
6670 Southwestern College  
6684 Sterling College  
6815 Tabor College  
6871 University of Kansas  
6928 Washburn University  
6103 Way College of Emporia  
6884 Wichita State University

## KENTUCKY

1098 Alice Lloyd College  
1019 Asbury College  
1056 Bellarmine College  
1060 Berea College  
1071 Brescia College  
1097 Campbellsville College  
1109 Centine College  
1145 Cumberland College  
1200 Eastern Kentucky University  
1249 Georgetown College  
1377 Kentucky Christian College  
1368 Kentucky State University  
1369 Kentucky Wesleyan College  
1487 Morehead State University  
1494 Murray State University  
1574 Northern Kentucky University  
1625 Pikeville College  
1552 Spalding University  
1876 Thomas More College  
1808 Transylvania University

1825 Union College  
University of Kentucky:  
1234 —Fort Knox  
1837 —Lexington  
1838 University of Louisville  
1901 Eastern Kentucky University

## LOUISIANA

6082 Centenary College of Louisiana  
6164 Dillard University  
6250 Grambling State University  
6371 Louisiana College  
Louisiana State University:  
6373 —Baton Rouge  
6385 —New Orleans  
6355 —Shreveport  
6372 Louisiana Tech University  
6374 Loyola University  
6403 McNeese State University  
6471 Newcomb College of Tulane University  
6221 Nicholls State University  
6482 Northeast Louisiana University  
6492 Northwestern State University  
6902 Our Lady of Holy Cross College  
6689 Saint Joseph Seminary College  
6653 Saint Mary's Dominican College  
6656 Southeast Louisiana University  
6663 Southern University A&M College  
6171 Southern University, New Orleans  
6832 Tulane University  
6373 University of New Orleans  
6672 University of Southwestern Louisiana  
6975 Xavier University of Louisiana

## MAINE

3076 Bates College  
3089 Bowdoin College  
3280 Colby College  
3305 College of the Atlantic  
3440 Husson College  
3505 Maine Maritime Academy  
3755 Saint Joseph's College  
3903 Thomas College  
3925 Unity College  
University of Maine:  
3259 —Augusta  
3506 —Farmington  
3393 —Fort Kent  
3956 —Madison  
3916 —Orono  
3908 —Presque Isle  
3751 University of New England  
3961 University of Southern Maine  
3690 Westbrook College

## MARYLAND

5085 Baltimore Hebrew College  
5401 Bowie State University  
5101 Capital Institute of Technology  
6114 College of Notre Dame of Maryland  
5890 Columbia State College  
5122 Coppin State College  
5402 Frostburg State University  
5257 Goucher College  
5296 Hood College  
5332 Johns Hopkins University  
5379 Loyola College  
5399 Maryland Institute, College of Art  
5416 Morgan State University  
5421 Mount Saint Mary's College  
5598 Saint John's College  
5601 Saint Mary's College of Maryland  
5602 Saint Mary's Seminary and University  
5403 Salisbury State University  
5404 Towson State University  
5809 United States Naval Academy  
5810 University of Baltimore  
University of Maryland:  
5848 —Baltimore City  
5835 —Baltimore County  
5814 —College Park  
5400 —Eastern Shore  
1988 —Munich (Germany)  
5884 Washington Bible College  
5888 Washington College  
3989 Western Maryland College

## MASSACHUSETTS

3002 American International College  
3003 Amherst College  
3005 Anna Maria College  
3009 Assumption College  
3010 Atlantic Union College  
3075 Babson College  
3096 Bentley College  
3083 Boston College  
3087 Boston University  
3091 Bradford College  
3092 Brandeis University  
3517 Bridgewater State College  
3279 Clark University  
3282 College of the Holy Cross  
3285 Curry College  
3635 Eastern Nazarene College  
3283 Elms College  
3367 Emerson College  
3368 Emmanuel College  
3518 Fitchburg State College  
3519 Framingham State College  
3417 Gordon College  
3447 Hampshire College  
Howard-Radcliffe:  
3435 —Haverhill  
3722 —Radcliffe  
3435 Hebrew College  
3449 Hellenic College/Holy Cross School  
Theology  
3483 Lesley College  
3514 Massachusetts Institute of Technology  
3525 Merrimack College  
3529 Mount Holyoke College  
3666 Nichols College  
3521 North Adams State College  
3667 Northeastern University  
3723 Regis College  
3777 Saint Hyacinth College and Seminary  
3295 Saint John's Seminary College  
3522 Salem State College  
3761 Simmons College  
3793 Simon's Rock of Bard College  
3762 Smith College  
3786 Southeastern Massachusetts Univ.  
3763 Springfield College  
3771 Stonehill College  
3771 Suffolk University  
3901 Tufts University  
3911 University of Lowell  
University of Massachusetts:  
3917 —Amherst  
3924 —Boston  
3957 Wellesley College  
3958 Wentworth Institute of Technology  
3962 Western New England College  
3523 Westfield State College  
3963 Wheaton College  
3964 Wheelock College  
3965 Williams College  
3969 Worcester Polytechnic Institute  
3524 Worcester State College

## MICHIGAN

1001 Adrian College  
1007 Albion College  
1010 Alma College  
1030 Andrews College  
1018 Aquinas College  
1095 Calvin College  
1106 Central Michigan University  
1123 Cleary College  
1094 Concordia College  
1201 Eastern Michigan University  
1222 Ferris State University  
1246 General Motors Institute  
1253 Grand Rapids Baptist College and  
Seminary  
1258 Grand Valley State University  
1295 Hillsdale College  
1301 Hope College  
1365 Kalamazoo College  
1421 Lake Superior State University  
1399 Lawrence Institute of Technology  
1437 Madonna College  
1452 Marygrove College  
1460 Mercy College of Detroit  
1516 Michigan Christian College  
1465 Michigan State University  
1464 Michigan Technological University  
1554 Nazareth College at Kalamazoo  
1560 Northern Michigan University





5150 Davidson College  
5156 Duke University  
5180 East Carolina University  
5629 Elizabeth City State University  
5183 Elmer College  
5212 Fayetteville State University  
5242 Gardner Webb College  
5260 Greensboro College  
5261 Guilford College  
5293 High Point College  
5333 Johnson C. Smith University  
5365 Lenoir-Rhyne College  
5367 Livingstone College  
5395 Mars Hill College  
5410 Meredith College  
5426 Methodist College  
5435 Mount Olive College  
5003 North Carolina Agricultural and  
Technical State University  
5495 North Carolina Central University  
5512 North Carolina School of the Arts  
5496 North Carolina State University at  
Raleigh  
5501 North Carolina Wesleyan College  
5534 Pembroke State University  
5536 Pfeiffer College  
5560 Queens College  
5214 Saint Andrews Presbyterian College  
5596 Saint Augustine's College  
5607 Salem College  
5612 Shaw University  
University of North Carolina:  
5013 —Asheville  
5816 —Chapel Hill  
5108 —Charlotte  
5913 —Greensboro  
5907 —Wilmington  
5885 Wake Forest University  
5886 Warren Wilson College  
5897 Western Carolina University  
5908 Wingate College  
5909 Winston-Salem State University

## NORTH DAKOTA

6477 Dickinson State University  
6318 Jamestown College  
6478 Mayville State University  
6479 Minot State University  
6474 North Dakota State University  
6878 University of North Dakota  
6480 Valley City State University

## OHIO

1827 Air Force Institute of Technology  
1017 Ashland College  
1021 Ashland College  
1050 Baldwin-Wallace College  
1067 Bluffton College  
1075 Borromeo College of Ohio  
1069 Bowling Green State University  
1091 Capital University  
1105 Case Western Reserve University  
1151 Cedarville College  
1107 Central State University  
1121 Cleveland State University  
1129 College of Mount Saint Joseph  
1134 College of Wooster  
1088 Columbus College of Art and Design  
1162 DeFiance College  
1164 Denison University  
1605 DeVry Institute of Technology  
1178 Dyke College  
1223 Findlay College  
1238 Franciscan University of Steubenville  
1229 Franklin University  
1291 Hebrew Union College  
1292 Heidelberg College  
1297 Hiram College  
1342 John Carroll University  
1367 Kent State University  
1370 Kenyon College  
1391 Lake Erie College  
1439 Malone College  
1444 Marietta College  
1465 Miami University  
1492 Mount Union College  
1531 Mount Vernon Nazarene College  
1496 Muskingum College  
1566 Notre Dame College  
1587 Oberlin College  
1131 Ohio Dominican College  
1605 Ohio Institute of Technology

1591 Ohio Northern University  
1592 Ohio State University  
1593 Ohio State University  
1594 Ohio Wesleyan University  
1597 Oberlin College  
1348 Pontifical College Josephinum  
1660 Rabbinical College of Telshe  
1663 Rio Grande College  
1817 Tiffin University  
1829 University of Akron  
1833 University of Cincinnati  
1834 University of Dayton  
1845 University of Toledo  
1847 Urbana University  
1848 Ursuline College  
1926 Walsh College  
1906 Wilberforce University  
1909 Wilmington College  
1922 Wittenberg University  
1179 Wright State University  
1965 Xavier University  
1975 Youngstown State University

## OKLAHOMA

6080 Cameron University  
6091 Central State University  
6186 East Central University  
6361 Langston University  
6485 Northeastern State University  
6493 Northwestern Oklahoma State  
University  
6541 Oklahoma Baptist University  
6086 Oklahoma Christian College  
6543 Oklahoma City University  
6546 Oklahoma State University  
6552 Orr Roberts University  
6571 Panhandle State University  
6579 Phillips University  
6657 Southeastern Oklahoma State  
University  
6036 Southern Nazarene University  
6673 Southwestern Oklahoma State  
University

6879 University of Oklahoma  
6544 University of Science and Arts of  
Oklahoma  
6883 University of Tulsa

## OREGON

4079 Concordia College of Portland  
4300 Eastern Oregon State College  
4325 George Fox College  
4384 Lewis and Clark College  
4387 Linfield College  
4480 Maryhurst College of Lifelong  
Learning  
4543 Northwest Christian College  
4586 Oregon State University  
4601 Pacific University  
4610 Portland State University  
4654 Reed College  
4702 Southern Oregon State College  
4846 University of Oregon  
4847 University of Portland  
4595 Warner Pacific College  
4586 Western Baptist College  
4955 Western Oregon State College  
4954 Willamette University

## PENNSYLVANIA

2004 Albright College  
2006 Allegheny College  
2021 Allentown College of Saint Francis de  
Sales  
2431 Alvernia College  
2039 Beaver College  
2646 Bloomsburg University of Pennsylvania  
2049 Bryn Mawr College  
2050 Bucknell University  
2071 Cabrini College  
2647 California University of Pennsylvania  
2421 Carlow College  
2074 Carnegie-Mellon University  
2079 Cedar Crest College  
2081 Chatham College  
2082 Chestnut Hill College  
2648 Cheyney University of Pennsylvania  
2649 Clarion University of Pennsylvania

2087 College of the Holy Cross  
2510 Delaware Valley College of Science  
and Agriculture  
2184 Dickinson College  
2194 Drexel University  
2196 Duquesne University  
2650 East Stroudsburg University of  
Pennsylvania  
2220 Eastern College  
2651 Edinboro University of Pennsylvania  
2225 Elizabethtown College  
2261 Franklin and Marshall College  
2270 Gannon University  
2273 Geneva College  
2275 Gettysburg College  
2280 Gratz College  
2277 Grove City College  
2278 Gwynedd-Mercy College  
2289 Haverford College  
2287 Holy Family College  
2320 Immaculate Conception  
2652 Indiana University of Pennsylvania  
2341 Juniata College  
2353 King's College  
2653 Kutztown University of Pennsylvania  
2379 La Roche College  
2363 La Salle University  
2361 Lafayette College  
2364 Lebanon Valley College  
2365 Lehigh University  
2367 Lincoln University  
2654 Lock Haven University of Pennsylvania  
2372 Locomotive College  
2655 Mansfield University of Pennsylvania  
2407 Marywood College  
2410 Maryhurst College  
2411 Messiah College  
2656 Millersville University of Pennsylvania  
2418 Moravian College  
2424 Muhlenberg College  
2628 Neumann College  
2666 Pennsylvania State University  
2666 Philadelphia College of Textiles and  
Science

2676 Point Park College  
2779 Reconstructivist Rabbinical College  
2769 Robert Morris College  
2763 Rosemont College  
2797 Saint Francis College  
2801 Saint Joseph's University  
2808 Saint Vincent College  
2812 Seton Hill College  
2657 Shippensburg University of  
Pennsylvania  
2658 Slippery Rock University of  
Pennsylvania  
2817 Spring Garden College  
2820 Susquehanna University  
2821 Swarthmore College  
2906 Temple University  
2910 Thiel College  
2903 Thomas Jefferson University  
2222 United Wesleyan College  
2664 University of the Arts  
2926 University of Pennsylvania  
2927 University of Scranton  
2929 University of Scranton  
2931 Ursinus College  
2957 Villa Maria College  
2959 Villanova University  
2967 Washington and Jefferson College  
2969 Wayneburg College  
2959 West Chester University of Pennsylvania  
2975 Westminster College  
2642 Widener University  
2977 Wilkes College  
2979 Wilson College  
2991 York College of Pennsylvania

## SOUTH CAROLINA

5006 Allen University  
5079 Baptist College at Charleston  
5056 Benedict College  
5065 Bob Jones University  
5898 Central Wesleyan College  
5102 The Citadel  
5109 Claflin College  
5111 Clemson University  
5112 Coker College  
5113 College of Charleston  
5117 Columbia College  
5121 Converse College  
5128 Erskine College  
5442 Francis Marion College  
5422 Furman University  
5363 Lander College  
5366 Limestone College  
5418 Morris College  
5493 Newberry College  
5540 Presbyterian College  
5618 South Carolina State College  
University of South Carolina:  
5840 —Aiken  
5818 —Columbia and All Other Campi  
5837 —Conway  
5850 —Spartanburg  
5863 Voorhees College  
5910 Winthrop College  
5912 Wofford College

## SOUTH DAKOTA

6015 Augustana College  
6042 Black Hills State College  
6247 Dakota State College  
6155 Dakota Wesleyan University  
6464 National College  
6487 Northern State College  
6553 Ogla Lakota College  
6651 Sioux Falls College  
6652 South Dakota School of Mines and  
Technology  
6653 South Dakota State University  
6881 University of South Dakota

## TENNESSEE

1028 Austin Peay State University  
1058 Belmont College  
1063 Bethel College  
1908 Bryan College  
1102 Carson-Newman College  
1121 Christian Brothers College  
1146 Cumberland University  
1161 David Lipscomb University  
1198 East Tennessee State University  
1224 Fisk University  
1230 Freed-Hardeman College  
1371 King College  
1373 Knoxville College  
1394 Lambuth College  
1395 Lane College  
4001 Lee College  
1403 LeMoine-Owen College  
1408 Lincoln Memorial University  
1454 Maryville College  
1459 Memphis State University  
1466 Middle Tennessee State University  
1469 Mission College  
1730 Rhodes College  
1727 Southern College of Seventh Day  
Adventism

1803 Tennessee State University  
1804 Tennessee Technological University  
1818 Tennessee Temple University  
1805 Tennessee Wesleyan College  
1809 Trevecca Nazarene College  
1812 Tusculum College  
1826 Union University  
1842 University of the South  
University of Tennessee:  
1831 —Chattanooga  
1843 —Knoxville  
1844 —Martin  
1850 —Memphis  
1887 —Tullahoma  
1971 Vanderbilt University

## RHODE ISLAND

3094 Brown University  
3095 Bryant College  
3693 Providence College  
3724 Rhode Island College  
3729 Roger Williams College  
3759 Salve Regina College  
3919 University of Rhode Island

140 Amber University  
 6756 American Technological University  
 6646 Angelo State University  
 6016 Austin College  
 6018 Austin Presbyterian Theological University  
 6032 Baylor University  
 6040 Bishop College  
 6127 Concordia Lutheran College  
 6849 Corpus Christi State University  
 6144 Criswell College  
 6159 Dallas Baptist University  
 6153 Dallas Christian College  
 6187 East Texas Baptist University  
 East Texas State University:  
 6188 —Commerce  
 6206 —Texarkana  
 6268 Hardin-Simmons University  
 6282 Houston Baptist University  
 6278 Howard Payne University  
 6280 Houston-Tillotson College  
 7010 Incarnate Word College  
 6319 Jarvis Christian College  
 6360 Lamar University, Beaumont  
 6838 Laredo State University  
 6365 Le Toumeau College  
 6378 Lubbock Christian College  
 6402 McMurry College  
 6408 Midwestern State University  
 6550 Our Lady of the Lake University of San Antonio  
 6570 Pan American University, Edinburg  
 6577 Paul Quinn College  
 6580 Prairie View Agricultural and Mechanical University  
 6609 Rice University  
 6619 Saint Edward's University  
 6637 Saint Mary's University  
 6643 Sam Houston State University  
 6660 Southern Methodist University  
 6667 Southwest Texas State University  
 6671 Southwestern Adventist College  
 6674 Southwestern University  
 6682 Stephen F. Austin State University  
 6685 Sul Ross State University  
 6817 Tarleton State University  
 6822 Texas A&I University  
 Texas A&M University:  
 6003 —College Station  
 6835 —Galveston  
 6820 Texas Christian University  
 6821 Texas College  
 6823 Texas Lutheran College  
 6824 Texas Southern University  
 6827 Texas Tech University  
 6828 Texas Wesleyan College  
 6826 Texas Woman's University  
 6831 Trinity University  
 6848 University of Dallas  
 University of Houston:  
 6870 —University Park  
 6916 —Clear Lake  
 6922 —Downtown  
 6917 —Victoria

University of Texas:  
 6013 —Arlington  
 5398 Mary Washington College  
 5405 Marymount University  
 5864 Norfolk State University  
 5126 Old Dominion University  
 5565 Radford University  
 5566 Randolph-Macon College  
 5567 Randolph-Macon Woman's College  
 5571 Roanoke College  
 5604 Saint Paul's College  
 5613 Shenandoah College and Conservatory of Music  
 5634 Sweet Briar College  
 University of Richmond:  
 5569 —Richmond College  
 5817 —Westhampton College  
 5820 University of Virginia  
 5570 Virginia Commonwealth University  
 5857 Virginia Intermont College  
 5858 Virginia Military Institute  
 5859 Virginia Polytechnic Institute and State University  
 5860 Virginia State University  
 5862 Virginia Union University  
 5867 Virginia Wesleyan College  
 5887 Washington and Lee University

## UTAH

4019 Brigham Young University  
 4092 Southern Utah State College  
 6914 —Ogden  
 6909 —San Antonio  
 6850 —Tyler  
 6930 Wayland Baptist University  
 6938 West Texas State University  
 6940 Wiley College

## VERMONT

3080 Bennington College  
 3765 Castleton State College  
 3297 College of Saint Joseph the Provident  
 3416 Goddard College  
 3418 Green Mountain College  
 3766 Johnson State College  
 3767 Lyndon State College  
 3509 Marlboro College  
 3526 Middlebury College  
 3669 Norwich University  
 3757 Saint Michael's College  
 3796 Southern Vermont College  
 3900 Trinity College  
 3920 University of Vermont

## VIRGINIA

5017 Averett College  
 5063 Bluefield College  
 5069 Bridgewater College  
 5091 Christendom College  
 5128 Christopher Newport College  
 5124 Clinch Valley College  
 5115 College of William and Mary in Virginia  
 5181 Eastern Mennonite College and Seminary  
 5185 Emory and Henry College  
 5213 Ferrum College  
 5827 George Mason University  
 5291 Hampden-Sydney College  
 5292 Hampton University  
 5294 Hollins College  
 5392 James Madison University

## WASHINGTON

4044 Central Washington University  
 4301 Eastern Washington University  
 4252 Evergreen State College  
 4330 Gonzaga University  
 4344 Heritage College  
 4541 Northwest College  
 4597 Pacific Lutheran University  
 4674 Saint Martin's College  
 4694 Seattle Pacific University  
 4695 Seattle University  
 4067 University of Puget Sound  
 4854 University of Washington  
 4940 Walla Walla College  
 4705 Washington State University  
 4947 Western Washington University  
 4951 Whitman College  
 4953 Whitworth College

## WEST VIRGINIA

5005 Alderson-Broaddus College  
 5060 Bethany College  
 5064 Bluefield State College  
 5120 Concord College  
 5151 Davis and Elkins College  
 5211 Fairmont State College  
 5254 Glenville State College  
 5396 Marshall University  
 5608 Salem College  
 5615 Shepherd College  
 5419 University of Charleston  
 5901 West Liberty State College  
 5902 West Virginia Institute of Technology  
 5903 West Virginia State College  
 5904 West Virginia University  
 5905 West Virginia Wesleyan College  
 5906 Wheeling Jesuit College

1000 Cardinal Stritch College  
 1101 Carroll College  
 1103 Carthage College  
 1139 Concordia College of Wisconsin  
 1202 Edgewood College  
 1393 Lakeland College  
 1398 Lawrence University  
 1443 Marian College of Fond du Lac  
 1448 Marquette University  
 1476 Milwaukee School of Engineering  
 1490 Mount Mary College  
 1561 Northland College  
 1664 Ripon College  
 1706 Saint Norbert College  
 1900 Silver Lake College  
 University of Wisconsin:  
 1913 —Eau Claire  
 1859 —Green Bay  
 1914 —La Crosse  
 1846 —Madison  
 1740 —Menomonie  
 1473 —Milwaukee  
 1916 —Oshkosh  
 1860 —Port Keweenaw/Kenosha  
 1917 —Platteville  
 1918 —River Falls  
 1919 —Stevens Point  
 1920 —Superior  
 1921 —Whitewater  
 1878 Viterbo College  
 1513 Wisconsin Lutheran College

## WYOMING

4855 University of Wyoming

## PUERTO RICO

0910 Catholic University of Puerto Rico  
 Inter-American University of Puerto Rico  
 0873 —Hato Rey  
 0946 —San German  
 University of Puerto Rico:  
 0981 —Cayey  
 0874 —Humacao  
 0912 —Mayaguez  
 0979 —Rio Piedrad  
 0960 —San Juan  
 0913 University of the Sacred Heart

## GUAM

0959 University of Guam

## VIRGIN ISLANDS

0879 University of the Virgin Islands

## OTHER

0998 Other Foreign  
 9999 Other Domestic

# College Major Code List

## MAJOR FIELD

Undergrad	Grad	
101	201	Accounting
102	202	African Studies
103	203	Agriculture
104	204	American Civilization
105	205	American Culture
106	206	Anthropology
107	207	Arabic Studies
108	208	Archaeology
109	209	Architecture
110	210	Art
111	211	Asian Studies
112	212	Astronomy
113	213	Biology
114	214	Black Studies
115	215	Botany
116	216	Business
117	217	Chemistry
118	218	Chinese Studies
119	219	Classics
120	220	Communications
121	221	Computer Science
122	222	Criminology
123	223	Dentistry
124	224	Economics
125	225	Education
		Engineering
126	226	—Civil
127	227	—Electrical
128	228	—Electronics
129	229	—Mechanical
130	230	—Other
131	231	English
132	232	European Studies
133	233	Far Eastern Studies
134	234	Finance
135	235	Fine Arts
136	236	Foreign Affairs
137	237	Forestry
138	238	French
139	239	General Science
140	240	Geography
141	241	Geology
142	242	German
143	243	Government
144	244	Hispanic Studies
145	245	History
146	246	Home Economics
147	247	Industrial Management
148	248	Industrial Relations

## MAJOR FIELD

Undergrad	Grad	
150	250	International Trade
151	251	Italian
152	252	Journalism
153	253	Labor Relations
154	254	Latin American Studies
155	255	Law
156	256	Liberal Arts
157	257	Library Sciences
158	258	Linguistics
159	259	Literature
160	260	Marketing
161	261	Mathematics
162	262	Medicine
163	263	Meteorology
164	264	Military Science
165	265	Music
166	266	Near Eastern Studies
167	267	Personnel Management
168	268	Philology
169	269	Philosophy
170	270	Physical Education
171	271	Physics
172	272	Physiology
173	273	Political Science
174	274	Pre-Law
175	275	Pre-Med
176	276	Psychology
177	277	Public Administration
178	278	Religion
179	279	Russian Studies
180	280	Science
181	281	Social Science
182	282	Social Work
183	283	Sociology
184	284	Spanish
185	285	Speech
186	286	Statistics
187	287	Systems Management
188	288	Theater Arts
189	289	Zoology
190	290	Other Major or None

# Official Postal Service Abbreviations

## For Street Addresses:

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Apartment .....	APT	Highway .....	HWY	South .....	S
Avenue .....	AVE	Lake .....	LK	Street .....	ST
Boulevard .....	BLVD	Lane .....	LN	Terrace .....	TER
Box .....	BX	Mount .....	MT	Trail .....	TRL
Broadway .....	BDWY	Mountain .....	MTN	Trailer .....	TRLR
Court .....	CT	North .....	N	Turnpike .....	TPKE
Drive .....	DR	Parkway .....	PKY	University .....	UNIV
East .....	E	Place .....	PL	West .....	W
Fort .....	FT	Point .....	PT		
Garden .....	GDN	Port .....	PRT		
Headquarters .....	HQ	Road .....	RD		
Heights .....	HTS	Route .....	RT		

## For States and Territories:

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Alabama .....	AL	Kansas .....	KS	North Dakota .....	ND
Alaska .....	AK	Kentucky .....	KY	Ohio .....	OH
Arizona .....	AZ	Louisiana .....	LA	Oklahoma .....	OK
Arkansas .....	AR	Maine .....	ME	Oregon .....	OR
California .....	CA	Maryland .....	MD	Pennsylvania .....	PA
Canal Zone .....	CZ	Massachusetts .....	MA	Puerto Rico .....	PR
Colorado .....	CO	Michigan .....	MI	Rhode Island .....	RI
Connecticut .....	CT	Minnesota .....	MN	South Carolina .....	SC
Delaware .....	DE	Mississippi .....	MS	South Dakota .....	SD
District of Columbia .....	DC	Missouri .....	MO	Tennessee .....	TN
Florida .....	FL	Montana .....	MT	Texas .....	TX
Georgia .....	GA	Nebraska .....	NE	Utah .....	UT
Guam .....	GU	Nevada .....	NV	Vermont .....	VT
Hawaii .....	HI	New Hampshire .....	NH	Virginia .....	VA
Idaho .....	ID	New Jersey .....	NJ	Virgin Islands .....	VI
Illinois .....	IL	New Mexico .....	NM	Washington .....	WA
Indiana .....	IN	New York .....	NY	West Virginia .....	WV
Iowa .....	IA	North Carolina .....	NC	Wisconsin .....	WI
				Wyoming .....	WY

# Self-Identification of Disability

01 I do not wish to identify my disability.	67 One side of body, including one arm and one leg	68 Three or more major parts of the body (arms and legs)
05 I do not have a disability.		
06 I have a disability but it is not listed below.		
<b>SPEECH IMPAIRMENTS</b>		
13 Severe speech malfunction or inability to speak; hearing is normal (Examples: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"])		
<b>HEARING IMPAIRMENTS</b>		
15 Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid)		
16 Total deafness in both ears, with understandable speech		
17 Total deafness in both ears, and unable to speak clearly		
<b>VISION IMPAIRMENTS</b>		
22 Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected—"Tunnel vision")		
23 Inability to read ordinary size print, not correctable by glasses (Can read oversized print or use assisting devices such as glass or projector modifier)		
24 Blind in one eye		
25 Blind in both eyes (No usable vision, but may have some light perception)		
<b>MISSING EXTREMITIES</b>		
27 One hand		
28 One arm		
29 One foot		
32 One leg		
33 Both hands or arms		
34 Both feet or legs		
35 One hand or arm and one foot or leg		
36 One hand or arm and both feet or legs		
37 Both hands or arms and one foot or leg		
38 Both hands or arms and both feet or legs		
<b>NONPARALYTIC ORTHOPEDIC IMPAIRMENTS</b>		
(Because of chronic pain, stiffness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)		
44 One or both hands	47 One or both legs	
45 one or both feet	48 Hip or pelvis	
46 One or both arms	49 Back	
57 Any combination of two or more parts of the body		
<b>PARTIAL PARALYSIS</b>		
(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)		
61 One hand	64 Both hands	
62 One arm, any part	65 Both legs, any part	
63 One leg, any part	66 Both arms, any part	
<b>COMPLETE PARALYSIS</b>		
(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)		
70 One hand	76 Lower half of body, including legs	
71 Both hands	77 One side of body, including one arm and one leg	
72 One arm	78 Three or more major parts of the body (arms and legs)	
73 Both arms		
74 One leg		
75 Both legs		
<b>OTHER IMPAIRMENTS</b>		
80 Heart disease with no restriction or limitation of activity (History or heart problems with complete recovery)		
81 Heart disease with restriction or limitation of activity		
82 Convulsive disorder (e.g., epilepsy)		
83 Blood diseases (e.g., sickle cell anemia, leukemia, hemophilia)		
84 Diabetes		
86 Pulmonary or respiratory disorders (e.g., tuberculosis, emphysema, asthma)		
87 Kidney dysfunctioning (e.g., if dialysis [Use of an artificial kidney machine] is required)		
88 Cancer—a history of cancer with complete recovery		
89 Cancer—undergoing surgical and/or medical treatment		
90 Mental retardation (A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A)		
91 Mental or emotional illness (A history of treatment for mental or emotional problems)		
92 Severe distortion of limbs and/or spine (e.g., dwarfism, kyphosis [severe distortion of back])		
93 Disfigurement of face, hands, or feet (e.g., distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet etc])		
94 Learning disability (A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts [spoken or written]; e.g., dyslexia)		

## Section III

# Sample Written Examination Questions

To familiarize you with representative types of questions used in the Foreign Service Written Examination, the following sample questions are provided. They are intended as examples of the subject matter covered by the examination, not the degree of difficulty. An answer key can be found on page 50.

## KNOWLEDGE QUESTIONS

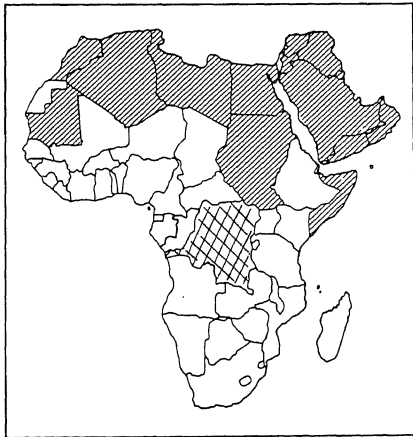
**Directions:** Each of the questions or incomplete statements below is followed by four suggested answers or completions. Select the one that is best in each case and then fill in the corresponding space on the answer sheet. Some sets of questions are presented with material such as reading passages, plans, graphs, tables, etc. Answers to such questions may require interpretation of the material and/or outside knowledge relevant to its content.

**Knowledge Area:** The historical antecedents of international affairs (e.g., Islam, colonialism, industrial revolution) to aid understanding of foreign governments and societies.

1. All of the following are necessary attributes of a nation-state EXCEPT
  - (A) occupying a definite territory
  - (B) having an organized government
  - (C) using predominantly a single language
  - (D) possessing internal and external sovereignty
2. Many of the developing nations that achieved independence after 1945 have become noted for their chronic instability. Which of the following factors generally contributes LEAST to this instability?
  - (A) The rise of political factionalism
  - (B) The large numbers of unassimilated ethnic and/or religious minorities
  - (C) The artificiality of national boundaries drawn by former colonial rulers
  - (D) The continued use of administrative systems inherited from colonial powers

**Knowledge Area:** World geography (e.g., location of countries, significant physical features, distribution of key natural resources, geography-based national rivalries and alliances) in order to understand the geographic context of foreign relations and U.S. foreign policy.

Questions 3 and 4 refer to the following map.



3. The cross-hatched country is a leading exporter

4. The shaded area on the map above identifies, as of the mid-1970's, members of which of the following?

(A) The Organization of Petroleum Exporting Countries (OPEC)  
(B) The Arab League  
(C) The Central Treaty Organization (CENTO)  
(D) The Organization of African Unity (OAU)

**Knowledge Area:** Major events, institutions, and movements in the history of the United States (e.g., slavery, Constitutional Convention, Civil War, Great Depression, Civil Rights Movement) to facilitate understanding the U.S. system of government.

5. The Scopes trial of 1925 took on national significance because it

(A) marked the first time that a U.S. court ruled that the theory of evolution was correct  
(B) led to the first federal appropriation of aid for scientific research  
(C) symbolically pitted the new scientific outlook against the religious outlook of the Fundamentalists  
(D) was William Jennings Bryan's last major attempt to attract national attention in an attempt to capture the Democratic presidential nomination

6. The precipitous decline of the New World's indigenous population in the first century after its initial contact with Europeans was largely due to

(A) disease  
(B) enslavement  
(C) warfare  
(D) famine

**Knowledge Area:** History of U.S. intellectual, artistic, and cultural life (e.g., literature, social philosophy, performing arts, sports, visual arts) in order to interpret U.S. cultural life for foreign nationals.

7. Who said, "In the future, everyone will be famous for at least 15 minutes?"

(A) Mike Wallace  
(B) Andy Warhol  
(C) Barbara Walters  
(D) Marshall McLuhan

8. Milton Babbitt, John Harrison, Gunther Schuller, and John Cage are best known as

(A) conductors of symphonic orchestras  
(B) ballet choreographers  
(C) playwrights  
(D) contemporary composers

**Knowledge Area:** Social, political, and economic trends in the United States (e.g., women and minority roles, demographic shifts, patterns of immigration, information age, biomedicine).

9. All of the following circumstances have contributed to the current emphasis on protecting the U.S. environment from toxic wastes EXCEPT:

(A) Safe places to store toxic wastes in the United States have become scarce.  
(B) Research has increased knowledge of the toxicity of many widely used chemicals.  
(C) The amount of wastes of all kinds has grown.  
(D) Deregulation has made it easier for the public to purchase and use toxic substances.



10. In some areas of the United States, the presence of Southeast Asian refugees has produced considerable tension for which of the following reasons?

- I. Fear of their impact on welfare rolls
- II. Anti-Asian racism
- III. Resentment of their entrepreneurial competition
- IV. Perceptions of them as clannish

- (A) I only
- (B) III only
- (C) I and II only
- (D) I, II, III, IV

**Knowledge Area: Contemporary cultural trends in the United States (e.g., film, music, sports, magazines, newspapers, clothing and lifestyles).**

11. Which of the following columnists is known for the conservative tone of his or her work?

- (A) Russell Baker
- (B) Carl Rowan
- (C) Meg Greenfield
- (D) George Will

12. To the argument that television gives a truer account of what happens in a courtroom than does any other news medium, all of the following objections may reasonably be advanced EXCEPT:

- (A) The television director, by choosing the image on which the camera focuses, engages in a process of selection just as a newspaper reporter or editor does.
- (B) A pictorial medium has difficulty in dealing with abstract ideas, such as points of law, which are often the most important part of a court proceeding.
- (C) Television inevitably becomes an "actor" in the courtroom proceedings and thereby changes the event as it records it.
- (D) Television reporters, because they must concentrate on the technical and theatrical aspects of electronic journalism, have little time to master the

**Knowledge Area: U.S. political process and its impact on policy (e.g., role of special interest groups, the media, political parties).**

13. In the United States, campaigns for major public offices are increasingly being controlled by

- (A) political action committees
- (B) media consultants
- (C) candidates' press agents
- (D) local political party chairpersons

14. The major reason that it is easy to block a bill in Congress but difficult to enact one is which of the following?

- (A) Well-organized opposing political parties in Congress
- (B) The decentralized committee structure of Congress
- (C) The influence of pork-barrel politics on congressional voting
- (D) Institutional conflict between Congress and the President

**Knowledge Area: U.S. Constitution and the structure of the U.S. Government (e.g., separation of powers, functions of cabinet departments, lawmaking, federalism, the appropriation process).**

15. Two key precepts of the Constitution that were not present in the Articles of Confederation were to

- (A) buffer the government from the immediate impact of popular impulse and to extend the vote to all
- (B) promote the power of individual states over that of the federal government and to keep the branches of the federal government separate but linked
- (C) keep the President closely tied to the will of the majority and to promote the power of individual states over that of the federal government
- (D) buffer the government from the immediate impact of popular impulse and to keep the branches of the federal government separate but linked

16. Which of the following statements is true about executive privilege?

- (A) It allows the President to withhold certain information from Congress and the courts.
- (B) It protects members of the executive branch from prosecution for any acts committed in the course of performing their jobs.
- (C) It is the concept that underlies the President's use of a pocket veto during a session of Congress.
- (D) It protects the members of the Cabinet when the President faces impeachment proceedings.

**Knowledge Area: U.S. economic system, its institutions and philosophical principles, to aid in interpreting U.S. policies and actions to foreign nationals.**

17. If the Federal Reserve were to adopt an accommodative policy and then decrease the discount rate and buy government securities in the open market, it would most likely be responding to

- (A) rising interest rates by increasing the money supply
- (B) rising interest rates by decreasing the money supply
- (C) falling interest rates by increasing the money supply
- (D) falling interest rates by decreasing the money supply

18. In the United States, the last 25 years of the 19th century were characterized by several violent conflicts between capital and labor, which by 1900 resulted in

- (A) the use of federal court injunctions to jail strikers without a jury trial
- (B) the intensive participation of the American Federation of Labor (AFL) in politics
- (C) the unionization of the vast majority of factory workers
- (D) general acceptance of the closed shop by employers

**Knowledge Area: U.S. educational system (e.g., public versus private institutions, scholarships).**

19. All of the following were objectives of the common, or public school, movement of 1840-1860 EXCEPT:

- (A) primary school education for all white Americans regardless of sex
- (B) a professionally trained teaching force
- (C) establishment of a uniform national curriculum
- (D) introduction of a new pedagogy based on the idea that children were capable of infinite improvement

20. In the United States, at which of the following levels of education are there more privately than publicly controlled schools?

- I. Elementary
  - II. Secondary
  - III. Postsecondary
- (A) III only
  - (B) I and II only
  - (C) II and III only
  - (D) I, II, and III

**Knowledge Area: Foreign political systems (e.g., parliamentary, federal, dictatorship, one-party).**

21. A major difference between U.S. political parties and political parties in European parliamentary systems is that

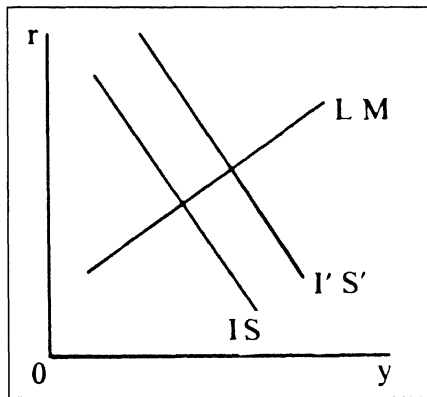
- (A) European parties are less ideologically rigid
- (B) U.S. parties have stronger local organizations
- (C) European parties exercise more discipline over their elected representatives in the legislature
- (D) U.S. parties better represent special interests

22. A distinguishing feature of the parliamentary form of government is that

- (A) parliament is the sole repository of legitimacy and may not delegate governmental authority to regional or local units
- (B) no final action may be taken on a bill until all members of parliament have had an opportunity to speak either for or against it
- (C) members of the government are not allowed to take part in parliamentary debates that involve appropriations
- (D) parliament has the power to require the prime minister to resign or call for an election

**Knowledge Area:** Basic principles of economics (e.g., supply and demand, money supply, international trade, comparative economic systems).

Question 23 refers to the following graph.



23. In the graph above, the shift of the IS curve to the new position,  $I'S'$ , illustrates the Keynesian proposition that increases in both gross national product (GNP) and interest rates could result from increases in

- (A) the money supply
- (B) the demand for money
- (C) government spending
- (D) taxes

24. A "dirty float" system is one in which

- (A) exchange rates are permitted to fluctuate freely
- (B) governments act to influence the exchange value of their own currencies
- (C) assets of foreign banks are undervalued
- (D) exchange rates are determined by an automatic gold standard

**Knowledge Area:** Major contemporary international economic and commercial issues (e.g., unemployment, inflation, trade deficit, Third World debt) in order to understand the impact of economic conditions on a foreign country and on U.S. programs and policy.

25. To conform with the chronological sequence most commonly followed by U.S. manufacturers that are launching international operations, the activities below should be undertaken in which of the following sequences?

- I. Establish a foreign sales branch
  - II. Initiate overseas assembly of parts manufactured in the United States
  - III. Begin full-scale manufacturing overseas.
  - IV. Export U.S. goods through a foreign distributor
- (A) I, II, III, IV
  - (B) I, IV, III, II
  - (C) III, IV, II, I
  - (D) IV, I, II, III

26. All of the following statements concerning dumping in international trade are correct EXCEPT:

- (A) It is defined as selling at less than fair value.
- (B) It forms the basis for a claim in the World Court.
- (C) It constitutes an unfair trade practice under GATT.
- (D) It is subject to U.S. law.

# ENGLISH EXPRESSION QUESTIONS

**Directions:** The following sentences contain problems in grammar, usage, diction (choice of words), and idiom.

Some sentences are correct.

No sentence contains more than one error.

You will find that the error, if there is one, is underlined and lettered. Assume that all other elements of the sentence are correct and cannot be changed. In choosing answers, follow the requirements of standard written English.

If there is an error, select the one underlined part that must be changed in order to make the sentence correct, and fill in the corresponding bubble on the answer sheet.

If there is no error, mark answer space E.

## EXAMPLES:

- I. He spoke bluntly and angrily to we  
A B C  
spectators. No error  
D E

- II. She works every day so that she would become  
A B C  
financially independent in her old age. No error.  
D E

1. Paul Klee awaited many long years to receive the  
A B  
 recognition due him as a painter. No error  
C D E

2. Acting in skits or plays have frequently proved of  
A  
 great benefit to mentally ill patients,  
perhaps because such activity allows them to act  
B C  
 out their own inner conflicts. No errors  
D E

3. According to the theory, some types of human  
A  
 behavior once considered the result of great  
B  
 psychological disturbance is in reality caused by a  
C  
 chemical imbalance within the body. No error.  
D E

4. The author's novels may seem somewhat old and  
A B  
 musty, but their form survives in modern popular  
C D  
 novels. No error.  
E

## SAMPLE ANSWERS

- |     |                                  |                         |                                  |                         |                         |
|-----|----------------------------------|-------------------------|----------------------------------|-------------------------|-------------------------|
| I.  | <input type="radio"/> A          | <input type="radio"/> B | <input checked="" type="radio"/> | <input type="radio"/> D | <input type="radio"/> E |
| II. | <input checked="" type="radio"/> | <input type="radio"/> B | <input type="radio"/> C          | <input type="radio"/> D | <input type="radio"/> E |
5. No sooner had the Great Fire burned itself out  
A B  
than plans were laid for the rebuilding of the city.  
C D  
No error  
E
6. The candidate directed her appeal to the young  
A  
 once realizing that she could not win  
B C  
without their votes. No error  
D E
7. Because of the increasing popularity of our  
A  
 national parks, the park service must deal with  
B C  
the almost unsolvable problem of how you can let  
B C  
 every visitor in and still keep the wilderness intact.  
D  
No error  
E
8. Herschel's catalogs of stars, first published in  
A  
the late eighteenth century, did much to progress  
B C D  
 astronomy. No error  
E

Directions: In each of the following sentences, some part or all of the sentence is underlined. Below each sentence you will find five ways of phrasing the underlined part. Select the answer that produces the most effective sentence, one that is clear and exact without awkwardness or ambiguity, and fill in the corresponding bubble on your answer sheet. In choosing answers, follow the requirements of standard written English. Choose the answer that best expresses the meaning of the original sentence.

Answer (A) is always the same as the underlined part. Choose answer (A) if you think the original sentence needs no revision.

EXAMPLE

SAMPLE ANSWERS

Laura Ingalls Wilder published her first book and she was sixty-five years old then.

(A)

☒

(C)

(D)

(E)

- (A) and she was sixty-five years old then  
(B) when she was sixty-five years old  
(C) at age sixty-five years old  
(D) upon reaching sixty-five years  
(E) at the time when she was sixty-five

9. Finally, public and legal pressures forced the auto manufacturers to abandon racing, and they would thus then develop more rapidly pollution controls and safety devices.
- (A) racing, and they would thus then develop more rapidly  
(B) racing and exchange it for more rapid development of  
(C) racing, and thus they would favor the more rapid development of  
(D) racing to be developing more rapidly  
(E) racing in favor of more rapid development of
10. Almost all folk singers have several ballads from the Child collection in their repertoires, whether they know it or not.
- (A) whether they know it or not  
(B) whether or not they know anything about it  
(C) whether knowing it or not  
(D) whether with their knowledge or without  
(E) whether knowingly or unknowingly
11. Because extremely low-frequency radio waves can penetrate deep water, much research has, as a result, been devoted to their potential use in underwater communications.
- (A) much research has, as a result, been devoted to their potential use in underwater communications  
(B) much research on their potential use in underwater communications has resulted  
(C) it has resulted in the devotion of much research to their potential use in underwater communications  
(D) devotion of much research to using them in
- (E) much research has been devoted to their potential use in underwater communications
12. They have been sent to help people of developing countries, and much useful work has been done by members of the Peace Corps.
- (A) They have been sent to help people of developing countries, and much useful work has been done by members of the Peace Corps.  
(B) Members of the Peace Corps have been sent to help people of developing countries and much useful work has been done.  
(C) They have been sent to help people of developing countries, and members of the Peace Corps have done much useful work.  
(D) Sent to help people of developing countries, members of the Peace Corps have done much useful work.  
(E) Having been sent to help people of developing countries, much useful work has been done by members of the Peace Corps.
13. Horseshoe crabs are not crabs at all; its nearest living relative is the spider.
- (A) its nearest living relative is the spider  
(B) their nearest living relatives are the spiders  
(C) the nearest living relatives are the spider  
(D) their nearest living relative is spiders  
(E) its nearest living relatives are spiders
14. Drops of water acting like prisms refract sunlight, which process causes rainbows.
- (A) sunlight, which process causes  
(B) sunlight, and it causes  
(C) sunlight, which is the cause of

**Directions:** In each of the following questions you are given a complete sentence to be rephrased according to the directions that follow it. You should rephrase the sentence mentally to save time, although you may make notes in your test book if you wish.

Below each sentence and its directions are listed words or phrases that may occur in your revised sentence. When you have thought out a good sentence, look in the choices A through E for the word or entire phrase that is included in your revised sentence, and fill in the corresponding bubble on the answer sheet. The word or phrase you choose should be the most accurate and most nearly complete of all the choices given, and should be part of a sentence that meets the requirements of standard written English.

Of course, a number of different sentences can be obtained if the sentence is revised according to the directions, and not all of these possibilities can be included in only five choices. If you should find that you have thought of a sentence that contains none of the words or phrases listed in the choices, you should attempt to rephrase the sentence again so that it includes a word or phrase that is listed.

Although the directions may at times require you to change the relationship between parts of the sentence or to make slight changes in meaning in other ways, make only those changes that the directions require; that is, keep the meaning the same, or as nearly the same as the directions permit. If you think that more than one good sentence can be made according to the directions, select the sentence that is most exact, effective, and natural in phrasing and construction.

EXAMPLES:

I. Sentence: Coming to the city as a young man, he found a job as a newspaper reporter.

Directions: Substitute He came for Coming.

- (A) and so he found
- (B) and found
- (C) and there he found
- (D) and then finding
- (E) and had found

Your rephrased sentence will probably read: "He came to the city as a young man and found a job as a newspaper reporter. This sentence contains the correct answer: (B) and found. A sentence which used one of the alternate phrases would change the meaning or intention of the original sentence, would be a poorly written sentence, or would be less effective than another possible revision.

15. Root feeding is necessary for the survival of many old trees.

Begin with Many old trees need.

- (A) for their surviving
- (B) so they survive
- (C) to survive
- (D) in surviving
- (E) as a survival measure

16. Only wealthy people can afford the luxury of hiring architects to design their homes.

Begin with Hiring an architect.

- (A) and only
- (B) therefore only
- (C) luxury that only
- (D) luxury; only
- (E) something that only

17. The term "institutional racism" was coined by Stokely Carmichael and Charles V. Hamilton in their book, *Black Power*.

Begin with in their book.

- (A) has been coined
- (B) they coined
- (C) coined
- (D) is coined
- (E) was coined

18. The disturbance to the ecology of the area that the wastes from the new mill could create was mentioned in the article; however, greater emphasis was placed on the contributions that the mill could make to the economic development of the area.

Begin with The article placed less.

- (A) rather than on the contributions
- (B) than on the disturbance

19. The most extensive changes in the English language have come about through contact with different cultures, rather than through gradual changes in meaning.

Substitute about, not through for about through.

- (A) but by contact
- (B) but through contact
- (C) rather by contact
- (D) rather than by contact
- (E) although through contact

20. Though, for the most part, German shepherds are intelligent and well-behaved, they often make difficult pets because of their tendency to recognize only one master.

Begin with The tendency.

- (A) it is often difficult for them
- (B) for difficulty in their
- (C) them often have difficulty with
- (D) them difficult for
- (E) them difficult

**Directions:** In each of the following questions you are given four sentences and a question that asks for the best sequence to make a clear, sensible paragraph. Choose the correct option that reflects the ordering of the sentences that represents the best order for a clear, sensible paragraph.

21. I. Women are responsible for much of this wealth.  
II. Phillis Wheatley, the poet, was one of the earliest to write of her life.  
III. Since the eighteenth century, Black women in America have been writing the stories of their lives.  
IV. Although most readers have heard of the lives of Booker T. Washington, Malcolm X, and Richard Wright, they are generally ignorant of the wealth of Black autobiography.

- (A) I, IV, III, II
- (B) II, I, III, IV
- (C) II, III, I, IV
- (D) IV, II, I, III
- (E) IV, III, II, I

Which of the following presents the best sequence of the sentences above to make a clear, sensible paragraph?

- (A) I, III, II, IV
- (B) II, III, IV, I
- (C) III, I, II, IV
- (D) III, II, I, IV
- (E) IV, I, III, II

22. I. However, after Tito's death, the various ethnic, linguistic, and religious groups in Yugoslavia began to assert their independence.  
II. Yugoslavia was formed as a federation of disparate states after the Second World War.  
III. The charismatic domination of Marshal Tito was the major force binding this federation.  
IV. In the last decade of the twentieth century, the unity of Yugoslavia remains an open question.

23. I. No single group has been able to rest easy in its hegemony, however, because one or more of the other groups was always ready to dispute the first groups right to rule.  
II. The Middle East's relatively dense population, its scarcity of water and arable land, and its location in a crossroads between East and West, North and South, have all contributed to this conflict.  
III. Throughout recorded history, the Middle East has been an area of strife between peoples of different ethnic and religious backgrounds.  
IV. Persians, Kurds, Arabs, Jews, Turks, Christians, Shi'ite and Sunni Muslims, all have struggled to gain, hold, or regain power over the territory in the Middle East.

Which of the following presents the best sequence of the sentences above to make a clear, sensible paragraph?

- (A) I, II, III, IV
- (B) II, III, I, IV
- (C) III, I, IV, II
- (D) III, II, IV, I
- (E) IV, II, III, I

Which of the following presents the best sequence of the sentences above to make a clear, sensible paragraph?

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# SAMPLE TEST QUESTIONS ANSWER KEY

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## KNOWLEDGE TEST

- |       |       |       |
|-------|-------|-------|
| 1. C  | 11. D | 21. C |
| 2. D  | 12. D | 22. D |
| 3. C  | 13. B | 23. C |
| 4. B  | 14. B | 24. B |
| 5. C  | 15. D | 25. D |
| 6. A  | 16. A | 26. B |
| 7. B  | 17. A |       |
| 8. D  | 18. A |       |
| 9. D  | 19. C |       |
| 10. D | 20. A |       |

## ENGLISH EXPRESSION

- |       |       |       |
|-------|-------|-------|
| 1. A  | 11. E | 21. E |
| 2. A  | 12. D | 22. C |
| 3. C  | 13. B | 23. D |
| 4. E  | 14. D |       |
| 5. E  | 15. C |       |
| 6. B  | 16. C |       |
| 7. C  | 17. C |       |
| 8. D  | 18. D |       |
| 9. E  | 19. B |       |
| 10. A | 20. E |       |



# A Career in the Foreign Service

The Foreign Service—its name invokes visions of intrigue in faraway places. A career in the Foreign Service can offer excitement, challenge, and the satisfaction of serving one's country. The Foreign Service is first and foremost a corps of working professionals who are dedicated to representing America's interests—and responding to the needs of American citizens—in other countries.

If you are an American who cares about your country and its leadership in the international arena, and who is smart enough and tough enough to get the job done—consider a career in the Foreign Service. The world has gone through some dramatic changes recently, and the career diplomats of the Foreign Service have been in the forefront of that change.

A Foreign Service career is more than just a job. It is a way of life that requires uncommon commitment, and offers unique rewards, opportunities, and sometimes hardships. It is a way to serve your country by reaching your professional potential in an international arena.

A decision to enter the Foreign Service as an officer (FSO) requires unusual motivation and commitment to advance U.S. interests. An FSO has the opportunity to help shape policy by providing accurate analysis, by offering advice based on experience, and, sometimes, by providing dissenting views. The FSO accepts policy direction from the President and the Secretary of State, and gives a highly committed effort to making those policies succeed. The Foreign Service Officer is expected to place loyalty and willingness to follow instructions over personal opinions.

## What Does an FSO Do?

Foreign Service Officers can be sent anywhere in the world, at any time, to service the diplomatic needs of the United States. They are the front-line personnel of all U.S. Embassies, Consulates, and other diplomatic missions.

Historically, FSOs have been generalists who could expect to be assigned to various kinds of jobs in different parts of the world in the course of their

careers. For most this is still the case; an FSO assigned this year as a political officer in Europe may later become a refugee affairs officer in Africa.

But the subject matter of international affairs has changed. Today, the Foreign Service seeks candidates interested in more than political science or international relations to help take American diplomacy into the 21st century. Transnational issues will characterize the diplomacy of the future. Among these new emphases are: science and technology, including the global fight against diseases such as AIDS and efforts to save the environment; antinarcotics efforts; and trade. The Foreign Service actively seeks officers to take the reins of U.S. diplomacy in all of these areas at more than 250 posts worldwide.

The types of work an FSO does overseas include:

- Economic Issues. The economic staff at an overseas post deals with matters ranging from economic analysis and reporting of host country developments, commercial aviation safety, international lending practices, scientific cooperation, and the environmental impact of economic development.
- Political Affairs. Political analysis and reporting on the views of opposition parties as well as foreign government officials are key ingredients needed to assess the degree of foreign support for U.S. policies. FSOs abroad work with labor unions, social and humanitarian organizations, the media, local educators, and cultural leaders.
- Consular Services. Consular work requires the combined skills of social worker, lawyer, judge, and investigator in solving the vast range of human problems encountered every day by Americans overseas, as well as adjudicating complex visa law.
- Administration. Administrative personnel abroad are responsible for all support operations of the post, such as hiring foreign national personnel, assuring reliable communications with Washington, overseeing sophisticated computer systems, managing the post's financial operations, providing and maintaining office and residential space, and assuring the best possible security for American personnel and property.

- **Information and Cultural Affairs.** FSOs in the United States Information Agency (USIA) manage a post's cultural, informational, and public diplomacy programs. A USIA information officer might serve as the official spokesman, and arrange briefings, interviews, and press conferences to enhance the effectiveness of U.S. programs. The cultural affairs officer administers educational exchange programs and coordinates U.S. cultural and sports presentations.

- **Commercial and Business Services.** An FSO belonging to the U.S. and Foreign Commercial Service (FCS) of the Department of Commerce identifies overseas business connections for American exporters and investors, conducts market research for American products, and organizes trade promotion events.

## The Foreign Service Selection Process

Entry into the Foreign Service involves extensive screening, part of which includes a written examination and an oral assessment of the candidate. Appointments are at the junior grades.

THE 1993 ENTRY LEVEL FSO SALARY RANGE IS \$25,670–\$42,169, DEPENDING UPON EDUCATION, RELEVANT WORK EXPERIENCE, AND LANGUAGE SKILLS.

No specific educational background is required to become a Foreign Service Officer. However, most successful officers have a broad knowledge of international and domestic affairs, U.S. and world history, government and foreign policy, and American culture. The best preparation is a good education, including courses in English, history, government, international relations, geography, literature, economics, business, public administration, U.S. politics, and international trade.

Most successful FSO candidates have at least a bachelor's degree. In recent years, about 65% have had advanced degrees in international relations, economics, business administration, law, journalism, or other areas. Many also had work experience in various fields before their appointment and either worked, attended school, or traveled overseas.

## The Path to Appointment

Candidates who pass the written and oral assess-

FSOs are reviewed for tenure and commissioning during a 5-year period. Most career candidates can expect to be commissioned as FSOs by the fourth year of their probationary appointment, following approval by the Commissioning and Tenure Board.

Applicants who are successful in the selection process will be required to submit to a urinalysis to screen for illegal drug use before appointment.

## Training

On entering the Foreign Service, all new officers receive several weeks of basic orientation at the Foreign Service Institute. An officer can expect up to 7 months of subsequent training prior to the first overseas assignment, much of it involving language instruction. Entering officers who already have professional competence in a foreign language may have a significantly shorter training period before leaving on their first overseas assignment.

Most Department of State officers will be assigned abroad following their training. They should expect to serve a minimum of 1 year performing consular work some time during their first two tours of duty. Subsequent assignments will depend on the officer's interests and functional specialization balanced by the needs of the service.

FSOs spend more than half of their careers abroad, moving from post to post at 2- to 4-year intervals. They are usually in Washington, D.C., for some of their careers.

## Frequently Asked Questions

- What can I do to prepare to take the Foreign Service written examination and the oral assessment?

Over time, a thorough daily reading of major news publications will help develop the kind of general knowledge in world and national affairs that is necessary to do well. An officially sanctioned study guide is also available; instructions for ordering it are at the end of this book. Sample questions are provided in this exam registration booklet.

- Must I know a foreign language before I can join?

No. The Foreign Service does not recruit or hire

- **What should I study in college?**

Historically, those who have majored in political science, history, and social sciences have been in a majority in the Foreign Service. However, the Foreign Service is now actively seeking applicants with specialized training in areas including environmental science, economics, narcotics control, trade and investment, technology, administration, and management.

- **Can I be assigned to the country of my choice?**

All FSOs must be worldwide available and be willing to serve anywhere the United States has embassies or consulates. Officers are transferred routinely according to the needs of the Service.

- **How long does the hiring process take?**

A wait of 1 year or more between the time of the written examination and final evaluation of the background investigation is not unusual.

- **What does the background investigation involve?**

Security investigators are alert to signs of criminal conduct, financial problems, tax difficulties, poor employment history, drug or alcohol abuse, and other factors that could pose security or other problems for the Service.

- **Will my family get to travel overseas with me?**

Spouses, children under 21, and dependent parents usually may accompany an FSO at government expense. However, security concerns and the lack of adequate educational or health facilities at a few posts may dictate against the family accompanying the officer to those posts.

- **What are the additional benefits of being in the Foreign Service?**

FSO salaries may be enhanced when assigned overseas by such benefits as travel and lodging payments while enroute; government-provided housing, furniture, and utilities; home leave (including travel expenses); the shipment of automobiles to overseas posts; and hospitalization benefits. In addition, educational allowances and travel for dependent children, cost-of-living allowances to help cover extra expenses in high-cost foreign cities, and special pay for danger and hardship posts are provided when appropriate.

For further information on other U.S. State Department careers in the Foreign Service, such as Foreign Service Specialists or the Civil Service, please contact:

The U.S. Department of State  
Recruitment Division  
P.O. Box 9317  
Arlington, Virginia 22219  
Telephone: (703) 875-7490



# Study Guide for the Foreign Service Officer Written Examination and Assessment Procedure

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## Preparing for the Foreign Service Written Examination

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Preparing for the Foreign Service Written Examination requires the candidate to be widely read or to have taken a wide variety of courses prior to taking the examination. The knowledge areas tested were identified by a job analysis of the Foreign Service Officer position as being critical for success on the job. These knowledge areas are:

- **Knowledge of correct grammar, organization, diction, spelling, and punctuation, which would be required for written reports and for editing the written work of others.** Coverage of this knowledge area focuses on good writing at the sentence and paragraph level. It emphasizes grammatical relationships and the correct choice of words and phrases.
- **Knowledge of the historical antecedents of international affairs (e.g., Islam, colonialism, industrial revolution) to aid understanding of foreign governments.** For purposes of the examination, coverage of this knowledge area includes representation of Europe and Canada, Latin America, the former Soviet Union, sub-Saharan Africa, the Middle East and North Africa, East Asia and the Pacific, and South Asia. Although most of the material focuses on the 20th century, knowledge of earlier periods is also important because of the interrelationship among events, organizations, and countries.
- **Knowledge of major events, institutions, and movements in the history of the United States (e.g., slavery, Constitutional Convention, Civil War, Great Depression, Civil Rights Movement) to facilitate understanding the U.S. system of government.** Coverage of this knowledge area begins with 1776 and focuses on lasting results of the event rather than on the timing of each event or the event itself.
- **Knowledge of social, political, and economic trends in the U.S. (e.g., women and minority roles, demographic shifts, patterns of immigration, information age, biomedicine).** Coverage of this knowledge area includes both historical antecedents and contemporary trends and the interrelationships among the three areas: social, political, and economic.
- **Knowledge of the history of U.S. intellectual, artistic, and cultural life (e.g., literature, social philosophy, performing arts, sports, visual arts) in order to interpret U.S. cultural life for foreign nationals; contemporary cultural trends in the U.S. (e.g., film, music, sports, magazines, newspapers, clothing, and lifestyles); and the U.S. educational system (e.g., public versus private institutions, scholarships).** Coverage of these knowledge areas concentrates on the political, social, and economic effects of historical antecedents and contemporary trends of U.S. culture primarily in the 20th century.
- **Knowledge of the basic principles of economics (e.g., supply and demand, money supply, international trade, comparative economic systems).** Coverage of this knowledge area concentrates on basic macroeconomic and microeconomic theory to provide tools for analyzing current economic issues.
- **Knowledge of the U.S. economic systems, its institutions and philosophical principles, to aid in interpreting U.S. policies and actions to foreign nationals.** Coverage of this knowledge area focuses on the mechanisms of the U.S. economic system and trends in economics, particularly since the 1930s.
- **Knowledge of major contemporary international economic and commercial issues (e.g., unemployment, inflation, trade deficit, Third World debt) in order to understand the impact of economic conditions on the host country and on U.S. programs and policy interests.** Coverage of this knowledge area focuses on post-Second World War economic and commercial institutions and trends.
- **Knowledge of world geography (e.g., location of countries, significant physical features, distribution of key natural resources, geography-based national rivalries and alliances) in order to understand the geographic context of foreign relations and U.S. foreign policy.** Coverage of this knowledge area includes representation of the same regions outlined above. It is important to have certain map skills as they relate to the specific knowledge requirements.
- **Knowledge of the U.S. political process and its impact on policy (e.g., role of special interest groups, the media, political parties).** Coverage of this knowledge area focuses on the major political institutions and trends since the Second World War and on how the U.S. political system works.
- **Knowledge of the U.S. Constitution and the structure of the U.S. Government (e.g., separation of powers, functions of cabinet departments, law-making, federalism, appropriation process).** Coverage of this knowledge area concentrates on how the government is established under law.
- **Knowledge of foreign political systems (e.g., parliamentary, federal dictatorship, one party).** Coverage of this knowledge area requires an understanding of the structure and the dynamics of various contemporary political institutions.

